



RECRUITMENT NOTICE: DEVELOPMENT ASSOCIATE

Organization: Pivot (www.pivotworks.org)

Title: Development Associate

Start Date: July 2024 (earlier if possible)

Commitment

- **Effort:** Full-Time (Monday-Friday, 40hrs/week)
- **Location:** Remote; full-time working location must be located within US Eastern time zone (applicants in time zones closer to East African time zone may also be considered)
- **Travel:** up to 2 domestic trips per year

Pivot Overview

Pivot's mission is to save lives, transform health systems, and catalyze global change. Since 2014, we have been partnering with Madagascar's Ministry of Public Health (MoPH) to strengthen their public health system. Our goal over the past decade has been to design, implement, and refine a district-level model system of universal health coverage that can be replicated at scale. With an unparalleled evidence base to prove the impact of our model, the MoPH invited Pivot to expand its model from the district to the regional level – a process that is now actively underway.

Position Overview

Pivot's national team includes 250+ staff members on the ground in Madagascar. The **Development Associate (DA)** will join the Global Support Team (GST), a small but growing cohort of internationally-based staff whose collective objective is to be a resource to the in-country team – primarily in fundraising, communications, and partnerships – as Pivot expands its work. As a member of the Development Department, the DA will collaborate with fellow Development team colleagues to support and/or manage systems and operations that support our fundraising strategy. Members of the GST are fully remote and must be willing to shift working hours to maximize overlap with Madagascar colleagues in the Eastern Africa time zone.

Responsibilities

- Manage gift processing
 - Oversee all platforms through which Pivot receives donations
 - Serve as point of contact for supporters in need of giving instructions/troubleshooting
 - Manage donation tracking (database entry & achievement reports)
 - Generate and issue gift acknowledgement letters
- Manage donor database
 - Work closely with team to build out new CRM (migrating from Salesforce to Raiser's Edge)
 - Serve as staff expert on all CRM systems (moves management, report generation, task assignments)
 - Integrate with with other platforms where possible (MailChimp, NetSuite)
 - Leverage research tools to support donor prospection

- Develop deep knowledge of donor community and keep donor profiles up to date
- Ensure clean data entry and regular system maintenance
- Support annual campaigns/appeals
 - Work closely with team to develop segmented mailing lists to target audiences with specific/relevant messaging throughout the year
 - Ensure campaign coding systems to support efficient achievement reporting
- Event coordination
 - Work closely with key staff and board to plan annual in-person fundraiser (NY)
 - Work closely with org partners in the coordination of *their* Pivot fundraising efforts
- Other duties
 - Contribute actively to the upkeep of shared Development Team Drive
 - Participate in annual work planning and budgeting processes

Qualifications / Requirements

- Bachelor's degree or equivalent professional experience (preferably in a related field)
- Exceptional organizational skills, attention to detail, and ability to manage multiple projects simultaneously
- Comfort navigating Google Suite tools (Gmail, Drive, Meet, Docs/Sheets/Slides, etc.)
- Experience with CRM software/fundraising databases software (e.g. Raiser's Edge)
- Comfort working across cultures, languages, and time zones
- Flexibility and willingness to shift plans to support other team priorities
- Enthusiasm for working on a small remote team that is supporting a growing team/organization in Madagascar
- Understanding of the global health funding landscape a plus
- Alignment with the Pivot values (health as a human right, bias toward action, embracing complexity, curiosity, solidarity, sustainability, humility, accountability)
- Team spirit and sense of humor :)
- Language Skills
 - English fluency required
 - French skills a plus

Benefits

- Competitive salary range: \$55,000-\$70,000 (commensurate with experience)
- PTO package: 30 days vacation, 10 days sick leave
- Health insurance (including dental & vision)
- Life and disability insurance
- Employer 401k contribution after 1 year of employment
- Professional development opportunities as they arise

To apply, please send your **CV and cover letter** to jobs@pivotworks.org by June 9, 2024 @ 11:59pm **ET** and include "Development Associate Application" in the subject line. Candidates will be reviewed on a rolling basis; applications submitted outside of these guidelines will not be considered.