

Development Associate

Full time

Based in New York or San Francisco Bay Area

Application deadline: January 10

The Human Rights Foundation (HRF) is seeking highly-qualified applicants for the position of Development Associate.

Human Rights Foundation Overview

HRF is a nonpartisan nonprofit organization that promotes and protects human rights globally, with a focus on closed societies. Our work includes effective campaigns to free political prisoners, world-class events such as the Oslo Freedom Forum, and programs such as Flash Drives for Freedom that publicize human rights violators and directly support dissidents and human rights defenders at risk.

Position Overview

The Development Associate will support the growth of HRF by aiding the fundraising efforts of the development team. Key duties will include donor correspondence, donor research, grant writing, gift tracking, running HRF's internal gratitude calendar, and managing HRF's donor and donation database. This position will also assist with ticketing for HRF's global event series, and some travel will be required.

Responsibilities

- Track incoming gifts and update donors on HRF's work
- Research existing, incoming, and potential donors
- Coordinate donor meetings and calls for HRF senior management
- Maintain a gratitude calendar to ensure that we are thanking donors and meeting deadlines in a consistent and gracious manner
- Collaborate with the media and program teams to ensure that our donors are getting the best possible updates on our works
- Write letters of inquiry and grant proposals
- Administer the ticketing software for HRF events
- Coordinate the invitation process for HRF events
- Work with the design and communications teams to update HRF promotional materials
- Manage donor relations at HRF events
- Coordinate relations with foundational and corporate donors
- Help in the organization of donor events
- Handle administrative tasks for senior management including expense reports, accounts payable items, timekeeping, correspondence, calendar scheduling, and travel arrangements

Requirements

- An understanding of and affinity for HRF's mission
- Bachelor's degree is preferred
- 2-4 years of relevant experience is preferred
- Strong writing and copy-editing skills are required
- Salesforce experience preferred
- Self-motivated team player with a high sense of urgency and ability to handle multiple projects at once
- Outstanding communication skills, both written and oral
- Ability to handle sensitive/confidential information with discretion
- Exceptional interpersonal skills; possess a friendly, professional demeanor, and positive phone presence

Salary and Benefits

HRF offers a competitive salary and benefits package including fully covered medical, dental, vision, and life insurance.

To Apply

Please email jobs@hrf.org with your resume, a cover letter expressing why you are a great fit for this position, and a [completed questionnaire](#), using "Development Associate - Application" as the subject line. Incomplete applications will not be considered. We will accept applications on a rolling basis however it is highly recommended to apply as soon as possible.