Operations and Development Associate

BACKGROUND INFO
Cause Effective transforms nonprofits by partnering with mission-driven leaders to achieve social change. We work with leadership to develop, employ, and expand effective fundraising, governance and organizational strategies to advance equity and justice. Cause Effective supports visionary and committed individuals and organizations in the nonprofit sector in several ways:

- We deliver training and immersive consulting to nonprofit organizations eager to boost the productivity of their governance and fundraising efforts
- We offer coaching and instruction to build the skills, competence and confidence of individuals in key fundraising and governance roles, from executive and development directors to middle managers and board leadership
- We provide thought leadership on a sectoral level on issues pertaining to fundraising and governance, especially strategic concerns relating to equity, access, and ensuring that all professionals have their rightful seat at the table

Cause Effective helps over 1,000 nonprofit organizations every year of all missions, types and sizes across the New York metropolitan area to raise more money, deepen their relationships with donors, create compelling communications, and build stronger boards of directors.

BASIC FUNCTIONS AND PRIORITIES
Cause Effective is seeking a full-time Operations and Development Associate. The Operations and Development Associate is a key member of the Cause Effective team working to keep critical administrative, fundraising and programs systems functioning properly and provide logistical support to the operations and development staff. This position is responsible for the maintenance and use of Cause Effective’s Salesforce Database. The Operations and Development Associate reports to the Senior Director of Operations.

Cause Effective is operating currently as a virtual organization – but while this position is primarily remote, the Operations and Development Associate will need to monitor the physical mailbox on a weekly basis and provide in-person logistical support for fundraising and programming events as well as staff social cultivation events within the annual calendar, therefore, candidates for this position must be located in the New York City area.

KEY RESPONSIBILITIES
Operations/Administrative Support (60%)
Assist the Cause Effective Senior Director of Operation on a variety of administrative tasks that impact the daily functions of Cause Effective’s operations and programs

- Manage project timelines for Cause Effective events, appeals, and publication distributions
- Handle the contracts administration process to ensure compliance of client work and timely payment processing
- Assist HR with recruiting and onboarding new employees
- Coordinate and supervise the work of a rotating roster of interns throughout the year
• Train and provide troubleshooting support for staff, interns, and affiliates on the use of our various technical systems (Salesforce, Box, Office 365, Gmail, Asana, etc.)
• Manage and monitor the CE phone system and UPS mailbox to ensure timely responses to all business inquiries and quick processing of accounts receivables
• Provide support for Cause Effective’s in-person events such as annual staff retreats, holiday parties, summer picnics, etc.

Database Management
• Create and maintain reports and dashboards to provide insights into data and business performance
• Monitor data quality, perform data analysis, and ensure data integrity within the database
• Oversee data management activities, such as data import, export, cleansing, and de-duplication
• Monitor system performance, troubleshoot issues, and work with Salesforce support to resolve technical problems

Development Support (40%)
Provide logistical and clerical support to the Director of Philanthropic Engagement on a variety of fundraising assignments.

• **Fundraising**
  • Coordinate logistics for the annual appeal, including appeal production, donor tracking and recognition
  • Manage fundraising data through active use of our Salesforce database
  • Input and track donations, pledges, and grants
  • Assist in preparing donor correspondence, including letters, reports, and relevant updates.
  • Coordinate the preparation of grants documentation including proposals, reports, and end-of-project reports.
  • Assist with prospect/funder research

• **Events**
  • Assist in the coordination of all Cause Effective in-person and virtual special events, including day of activities
  • Provide logistical support by overseeing guest lists and registrations, creating name tags and seating charts, and preparing materials/documents as needed
  • Schedule and coordinate meetings and record notes

**Qualifications Required:**
• 2-4 years of experience working for non-profit organizations (paid and/or volunteer) in positions of progressively greater responsibility
• Demonstrated experience and success in project management, with impeccable follow-through
• Solid organizational skills, including the ability to manage time appropriately, set priorities, handle multiple assignments within tight timeframes, and work efficiently
• Demonstrated proficiency in Microsoft Office Suite, Salesforce, and other technical systems
• Strong attention to detail and accuracy in recording information
• The ability to “manage up and across” to keep others on track and work as a member of a team
• Effective oral and written communication skills
• Collaborative team player with the ability and desire to work cooperatively with others

**Personal Characteristics:**
• Intelligent and persuasive; a problem solver who can both conceptualize and implement, and who can initiate ideas and projects, not just respond to direction
• An energetic, focused, hard worker who is effective in a fast-paced, pressured environment
• A person who enjoys working with many different types of people and who has respect for and sensitivity to different cultural styles among clients and coworkers
• A collaborator with a sense of humor who likes to share information and ideas with colleagues to achieve excellent results

Cause Effective seeks to achieve impact through a diverse and inclusive workplace that honors the unique talents and lived experiences of each individual. Our vision and values are reflected in all our decisions, including hiring practices. Accordingly, Cause Effective actively seeks people who bring a broad range of backgrounds and perspectives to join us in our work. Cause Effective is an Equal Opportunity Employer.

**COMPENSATION AND BENEFITS**
Salary for the Operations and Development Associate position is $44,000 to $48,000, with excellent benefits and flexibility. Cause Effective is a 100% virtual organization.

Cause Effective offers a competitive benefits package that includes medical, dental, vision, remote work stipend, professional development budget, 3 weeks PTO first year and unlimited PTO after the first year, generous holiday schedule, 403b plan and profit sharing, etc. This position is slated to start in July 2023.

Please submit a resume/CV, cover letter, and short writing sample to Cause Effective at jobs@causeeffective.org with the title of the position in the subject line. Supplemental materials reflecting core competencies are also welcome. No phone calls.

All inquiries and discussions will be considered strictly confidential.