JOB DESCRIPTION: Development Assistant
Hours: Full-time, non-exempt

Organization Description:

At Girls on the Run we envision a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams. Using a fun, experience-based curriculum that creatively integrates running, we teach the life skills girls need to step into the world as strong, confident women.

Our 10-week after-school program takes place at more than 350 schools and community sites across 8 Chicagoland counties, empowering 10,000 girls annually. Led by volunteer coaches, Girls on the Run builds social-emotional skills in 3rd-5th grade girls, while our Heart & Sole program engages 6th-8th grade girls. Both programs combine life skills lessons and training for a celebratory 5K. Girls on the Run-Chicago (GOTRC) is a nonprofit 501(c)3 organization.

Position Summary

Working under the direction of the Director of Development, the Development Assistant is a member of the Development team and plays a key role in supporting organization fundraising efforts as well as performing general office functions essential to everyday operations at Girls on the Run-Chicago.

Duties include but are not limited to:

Donor Data Management

- Serve as the “power user” on the development team for database management in Salesforce. Input all data, build and pull reports and dashboards, and help train other members of the staff on database use for their function. Proactively identify improvements that should be made in the system and help to build them.
- Regularly pull information out of Go Fund Me and RacePlanner for upload into Salesforce.
- Manage communication with the peer to peer charity athlete program to ensure accurate and timely tracking of their personal gifts and those made offline or through matching gifts. Serve as the point of contact for any questions related to what has or has not come in.
- Assist with the creation and execution of fundraising training, toolkits, tracking tools, and general support for the peer to peer charity athlete program.
- Manage the matching gift inbox to ensure timely receipt and tracking of matching gifts.
- Generate and mail donor acknowledgment letters and tax receipts for all gifts in a timely manner. Update and refresh the template letters on a regular basis.
- Generate mailing and email lists from organization databases.
- Generate Give/Get Reports for Governing Board and Associate Board members, individual giving reports, and donor segmentation reports.
• Pull all necessary wealth profiles on major donors, prepare briefing documents for meetings with individuals, corporations, and foundations, and help ensure that moves management work is captured in the system by generating reports and helping input donor contact reports.
• Assist in preparing documents for payments and donations received (cash, checks, credit cards, and direct deposits) for creation of daily fund reports and entry into Quickbooks.
• Serve as the back up to Finance on depositing checks, generating the daily fund reports, and mail distribution.
• Create invoices for the Development Department using Quickbooks.

Event Support
• Provide all logistical support for putting on all fundraising events, including, but not limited to, Board hosted events and the Associate Board fundraising events.
• Set-up and monitor online registration pages for special events and other fundraising initiatives.
• Organize and coordinate event day materials such as iPads, petty cash, and advertising collateral for key events in partnership with Finance and Communications departments.
• Maintain inventory and necessary ordering of auction items, sportswear for charity athletes, fundraising prizes, in-kind donations of food and beverage for events, thank you cards, and other fundraising collateral and supplies.
• Attend and assist at all Girls on the Run-Chicago 5K events.
• Represent GOTRC at expos, sponsor engagement events, and community events in support of our recruitment, outreach, and fundraising goals.
• Arrange any hospitality needs for off-site events and coordinate load-in and load-out of event materials.

Development Department & Office Support
• Provide administrative support for every Board meeting, all committees of the Governing Board and the Associate Board. Take minutes, help draft materials, manage calendar invites and help track follow-up activities.
• Support our donor stewardship by helping to create impact reports and annual reports.
• Organize and facilitate key department mailings, including individual giving campaigns and distribution of sportswear to charity athletes.
• Organize the on-boarding and off-boarding checklists for staff in the Development and Communications departments. Including, but not limited to, assigning onboarding tasks to Directors and managers, facilitating the ordering of business cards, and creating necessary logins for technology.
• Assist in coordinating office celebrations and staff appreciation activities, maintaining relevant office supplies, and other duties as assigned – shared equally with the Program Assistant.
• Field and direct incoming phone calls, with flexibility to complete Development specific tasks during periods of decreased call volume – shared equally with the Program Assistant.

Requirements
• 1-2 years of previous work experience with nonprofits in program and/or fundraising support desirable, but not required
• Experience working with database software (Salesforce or another CRM database)
• Passion for the Girls on the Run-Chicago mission
• Strong attention to detail
• Ability to organize information from a variety of sources and formats
• Ability to manage multiple tasks simultaneously and meet deadlines
• Excellent communication skills, including writing, grammar, speaking, and presentation abilities
• Outstanding relationship-building skills and the ability to respond quickly and with exceptional customer service to donors, volunteers, community members, and others
• Proficiency in Microsoft Office and Windows PC, familiarity with Google Suite and Constant Contact a plus
• Bilingual in English and Spanish a plus, but not required
• Willing to undergo a comprehensive background check

This position reports to the Director of Development. This position is full-time. Evening and weekend hours are required for some events. Vacation blackout periods may apply.

Girls on the Run-Chicago is an Equal Opportunity Employer M/F/D/V.

To Apply: Please email a cover letter and resume to Bob Benson, Director of Finance and Administration, at jobs@gotrchicago.org. Subject Line: Development Assistant. No phone calls will be accepted.