Voice of Witness
Development Assistant Job Description (part-time)
As of June 2021

About Voice of Witness:
Voice of Witness (VOW) is an award-winning nonprofit that advances human rights by amplifying the voices of people impacted by—and fighting against—injustice. VOW’s work is driven by the transformative power of the story, and by a strong belief that an understanding of systemic injustice is incomplete without deep listening and learning from people with firsthand experience. Through two key programs—our oral history book series and education program—we amplify these voices, teach ethics-driven storytelling, and partner with advocates to:

● support and build agency within marginalized communities;
● raise awareness and foster thoughtful, empathy-based critical inquiry and understanding of injustices;
● inform long-term efforts to protect and advance human rights.

The VOW Book Series depicts human rights issues through the edited oral histories of people—VOW narrators—who are most deeply impacted and are often at the heart of solutions to address injustice. The series explores issues of race-, gender-, and class-based inequity through the lenses of the criminal justice system, migration, and displacement. The VOW Education Program connects over 20,000 educators, students, and advocates each year with these stories and issues through oral history-based curricula, trainings, and holistic educational support.

Now in our 12th year as a nonprofit, we are meeting this present moment with more commitment than ever to our mission and responsiveness to narrator communities’ evolving priorities. We are currently embarking on year 5 of a 5-year strategic vision plan that honors our achievements while placing deeper emphasis on partnerships, advocacy, and education-based collaboration with narrator communities.

Our Commitment to Equity, Diversity, and Inclusion:
With a staff and board that is committed to human rights storytelling and advocacy rooted in equity and empathy, a diversity of perspectives and backgrounds is crucial to our ability to pursue our mission. Candidates who identify as being from underrepresented groups and have nontraditional career paths, work skills, and community-based work experience are strongly encouraged to apply.

Development Assistant Position Overview:
● Part-Time: 20-25 hrs/week, non-exempt (flexible Monday - Wednesday schedule)
● Salary Range: $20,000 - $23,500 DOE
● Benefits: 50% Medical, 100% Vision and Dental, and generous vacation time
Voice of Witness is seeking a part-time (20-25 hrs/week) development assistant to join its 3-person development team (executive director, director of institutional partnerships and strategy, individual giving manager). The development assistant will help Voice of Witness achieve its ambitious fundraising goals by providing integral administrative support to the development team. The ideal candidate has an eye for detail and a rigorous approach to data and customer service.

**Responsibilities:**

- **Fund Development Administrative Support**
  - Provide administrative support to the development team, helping with outreach, meeting planning and coordination, note-taking, research, and other fundraising activities
  - Help optimize the organization donor CRM, cleaning data where needed, ensuring data integrity, and running financial reports
  - Receive, document, and process donations and prepare thank you/tax acknowledgement letters
  - Maintain electronic files (Dropbox and Google Drive) and paper filing systems
  - Run quarterly reports to track fundraising progress and update donor levels
  - Conduct prospect research on current and potential supporters, both individual and institutional
  - Maintain donor and foundation records, including updating donor and prospect records

- **Events & Cultivation**
  - Provide logistical event support for both large and small-scale donor cultivation events, book releases, and happy hours
  - Maintain guest lists, gather and prepare registration materials and other duties as assigned for fundraising events
  - Coordinate production and mailing of donor cultivation pieces like annual reports, newsletters, Occasional Magazine, books, etc.

- **Campaign Support**
  - Provide support for the successful execution of fundraising campaigns, helping maintain online fundraising pages, executing in-house mailings, and ensuring data integrity

- **Grant Administration Support**
  - Assist with deadlines and workflows for grant applications and reports
  - Assist with drafting or editing grant narratives and reports
  - Assist with gathering the appropriate information for grant applications and reports in a timely manner

- **Consultancy Program Support**
  - Assist with prospect research and gathering and preparing documents in support of VOW’s consultancy program
Qualifications

- Desire to grow in the fundraising/nonprofit development field
- Professional or personal experience in fundraising or community development
- 1-2 years in an administrative setting, preferably with experience in mail distribution, coordinating travel arrangements and meetings, mail merge, Mailchimp, and/or organizing digital files
- Experience in using and/or managing a fundraising CRM such as Neon (VOW’s CRM), Salesforce, RaisersEdge, etc.
- Demonstrated ability to maintain organizational systems and timelines
- Experience managing diverse activities to meet deadlines
- Excellent and culturally competent communication and editing skills with an attention to detail
- Good working knowledge of Google Drive Suite and Microsoft Office, especially Word and Excel

Benefits:
We are committed to staff learning, growth and development, and take a holistic approach to investing in our team. This includes:

- Competitive salaries. Part-time salary range for this position is $20,000 - $23,500 DOE
- Medical insurance (employer-covered up to 50% on limited group plan, max $225/mo; or $225/mo medical subsidy provided)
- Dental (employer-covered 100% on limited group plan)
- Vision (employer-covered 100% on limited group plan)
- Employee life insurance and 401k plans
- Disability insurance, worker's compensation
- Generous paid vacation (8 days/64 hours on an accrued basis)
- Paid sick days (7 days/56 hours on an accrued basis)
- Flexible work environment
- Professional development opportunities
- Sabbatical program
- An organizational culture that promotes staff well-being and holistic self-care/community care

To Apply:
Qualified applicants may apply by emailing the following to dev@voiceofwitnes.org as one PDF by July 1, 2021:

- A one-page cover letter describing your interest and qualifications for this role.
- A brief resume with 2 references

Please write “DEVELOPMENT ASSISTANT – (YOUR LAST NAME)” in the subject line. Please, no phone calls or follow-up emails. Only candidates whose qualifications best meet the needs of the job will be contacted.