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EMPLOYMENT OPPORTUNITY

Development Assistant

Reports To:

Development Manager & Director

About Us:

Freedom, Inc. (FI) is a queer feminist non-profit that organizes within low to no-income Black and Southeast Asian women and girls, gay, lesbian, transgender, intersex, and other queer folk.

Our mission is to achieve social justice through the coupling of direct services with community organizing. Through leadership development, community mobilization, and advancing community control measures, we will bring about social, political, cultural, and economic change, resulting in the end of violence against women, gender-non-conforming folks and youth within our communities.

Freedom, Inc. works to dismantle the root causes of violence, poverty, racism and discrimination. Our belief is that people who are most affected by these issues must have voice, power, resources and choice, in order for true social change to happen.

Job Summary:

The Development Assistant is responsible for administrative duties, data entry, supporting research and project based assignments to maintain corporate records, documents, & reports. The Development Assistant will also support the Development Director and Development Manager in executing department related deliverables.

Key Responsibilities:

- Help manage the documents to the grants, donor lists & point of contact for grants
- Help Maintain the donor database for FI's current and past donors, entering all gifts and donor information for individuals and organizations and payment information, pledges and pledge payment schedules
- Send prompt and thoughtful thank you letters and official acknowledgements for gifts
- Support in writing, editing and dissemination of FI's annual report, helping to tell the story of FI's impact
- Support Development team in conducting research on prospective funders, major donors and donor advised funds and other funding related opportunities.
- Strong and principled communication skills that are rooted in FI's mission and values
- Work with the Development Director & Development Manager to help execute a communications strategy that builds the FI brand and supports fundraising efforts, largely through social media, website and partnerships
- Support Development Director & Development Manager with creating reports, fundraising recaps, e-newsletters and other tasks that support development efforts

- Attending & contributing to program meetings, staff meetings, team meetings and trainings
- Ability to participate in 3-4 staff retreats or organizational events that take place on nights, weekends, and holidays

A Successful Candidate will have:

- A passion for the FI's mission and demonstrated commitment to addressing issues facing the SEA and Black community
- Entry level role - High School diploma/GED equivalent OR 1+ years of experience
- Strong data and documenting skills
- Attention to detail, excellent time management skills and ability to meet deadlines
- Communicate in healthy, transformative, professional and direct way with clients, peers and FI Leaders
- Ability to work interdependently with other Finance & Development staff
- High degree of integrity among peers and colleagues
- Proficiency in MS Office applications (especially Excel) and Google Drive (especially Docs & Sheets) and databases
- Understanding of gender diversity, gender/racial/Queer justice and be comfortable working with folx who identity as LGBTQI
- Understanding of the ramifications and impact of sexual assault and domestic violence on a wide range of different family types and communities
- Folx with lived experience from the impact of patriarchy, capitalism, anti-blackness, white supremacy or queer/transphobia are encouraged to apply
- Bilingual (English/Hmong), preferred
- Black and Southeast Asian Women, Queer, Trans and Gender Non-conforming folx are encouraged to apply.

Location:

This position is a remote position. Travel to Madison, WI will be required 4-6 times per year.

Compensation & Benefits info:

This position is full-time and pays \$24.04/hr and includes flexible work hours, collaborative work environment, and a benefits package that includes generous vacation, medical and dental insurance, and the option of participating in pre-tax transit benefit program and/or a voluntary 401k retirement savings plan.

Please your send resume and also your cover letter to: hr@freedom-inc.org with the subject line "Development Assistant Applicant" + Your Full Name

This is a rolling application process. The job posting will be up until the role is filled.

Freedom, Inc. is an equal opportunity employer, which does not discriminate against individuals based on race, national origin, gender, physical disability, religion, sexual orientation, age, or any characteristics protected by the law.