EMPLOYMENT OPPORTUNITY

Development Assistant

Reports To:
Development Manager & Director

About Us:
Freedom Inc., is a nonprofit that works with low-income communities of color to end violence, which for us includes interpersonal and systemic violence. We work with Black and Southeast Asian women, LGBTQIA+, and young folks, to end violence that we experience inside and outside of our communities, to bring about deep change to our lives and communities. We work to end violence against us by supporting and building up community members who experience violence, as leaders, who can then create solutions to ending violence within and against their communities.

We do this through leadership development and community organizing, in ways that are language-gender-generation and culture-specific to the women, LGBTQIA+, and youth from Black and Southeast Asian communities.

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

Location:
This position is an in-office position located at FI’s office in Madison. Occasional travel may be required.

Compensation & Benefits info:
This position 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

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.