



IRISH AMERICAN
PARTNERSHIP

Development Associate

The Irish American Partnership is actively recruiting a qualified individual to fill the position of *Development Associate*, Boston. This is an hourly, non-exempt position.

Description

The Development Associate will perform administrative and development functions, including data entry, bookkeeping, and reporting. The role also involves fundraising support, event planning, and communications support. Reporting to the Operations and Programs Manager, the Development Associate will work with the Partnership's small team and support the Partnership's overall mission and strategic goals.

Key Duties and Responsibilities

Development

- Enter donor contributions and accounts payable information into CRM and accounting software
- Maintain donor database; continuously checking and cleaning data
- Prepare daily and monthly donor and gift reports
- Prepare and mail acknowledgement letters
- Run queries and analytical reports for use by the Partnership team
- Assist with the creation and execution of fundraising mailings
- Compile recipient data, prepare materials, and execute bulk mailing solicitations and fundraising emails

Event Management

- Manage event registration and track incoming payments associated with events
- Assist with pre-event logistics including processing bills, issuing invoices, and tracking expenses
- Assist with events on-site, including breakfasts, roundtables, and golf tournaments

Other/as needed

- Serve as the initial point of contact for the Partnership for all phone and email queries
- Track outgoing grants to schools, universities, and community organizations across the island of Ireland
- Assist with office management duties, ensure that office supplies are well stocked and organized

Qualifications

- Internship or work experience in administration, development, or operations, preferably in a non-profit setting

- Extensive experience with Microsoft Office Suite
- Knowledge of a CRM database (Blackbaud CRM or Raiser's Edge Preferred)
- Well-organized, detail oriented, and flexible
- Passion for building and maintaining relationships
- Experience handling confidential information
- Ability to work independently and within a team setting
- Excellent oral and written communication skills
- Ability to prioritize, multi-task, and deliver results under deadlines, working independently and within a team
- Knowledge of Irish affairs and interest in the non-profit sector

Physical Demands/Working Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made when possible to enable individuals with disabilities to perform the essential functions of this position.

- On-site attendance is essential to perform some of the duties of this position.
- Works in a normal office environment, including prolonged periods of sitting and repetitive wrist and arm movement.
- The event management aspect of this role requires an individual to be able to occasionally stand for long periods of time (indoors), to frequently move boxes weighing 10lbs and occasionally moves boxes weighing up to 25lbs at event venues using proper lifting techniques.

Conditions of Employment

The Development Associate position is a full-time, non-exempt, administrative role in development, based in Boston, MA. The Irish American Partnership offers a competitive salary and benefits.

To Apply

Please submit a resume and cover letter via email Molly O'Keefe, Operations and Programs Manager, at molly@irishap.org with the subject line, "Development Associate Recruitment."

About the Irish American Partnership

Since 1986, our supporters have honored their heritage through by investing in Ireland's future. Thanks to the generosity of this network, the Partnership has raised more than \$53+ Million—with 100 cents of every dollar going directly to grantees—across the island of Ireland. We are dedicated to connecting Irish America and friends of Ireland to their Irish heritage through direct giving - we invest in schools, peace and reconciliation initiatives in Northern Ireland, community development, university scholarships, education centers for homeless youth, Gaelic games, Irish culture and heritage, and more throughout Ireland, nurturing the next generation of global leaders. Together, we have created a dynamic, grassroots organization that is respected and endorsed by leaders across education, community, and government sectors.