
PLOUGHSHARES FUND

DEVELOPMENT ASSOCIATE

About Ploughshares Fund

Ploughshares Fund is a global security foundation that seeks to reduce nuclear threats and ultimately eliminate nuclear weapons. We believe everyone has the right to a safe and secure future. In order to fundamentally transform nuclear policy, we seek to strengthen the nuclear field with new voices and diverse perspectives; motivate the public and build power with allies; stimulate new approaches and challenge status quo thinking; and catalyze inclusion within the nuclear field and our organization through Equity Rises.

Equity Rises aims to increase equity and justice in nuclear policies and institutions by empowering diverse voices, cultivating inclusive spaces (across identity, sector, and geography), and collaborating with new partners both inside and outside the nuclear field.

Ploughshares Fund is a public foundation that relies on the generous support of individuals, families and foundations.

General Description:

The Development Associate reports directly to the Director of Development and plays a critical role on the development team. They are responsible for maintaining our donor database, processing incoming contributions and grants, and supporting the development team with queries, reporting analysis and research. In addition, they provide general support the development team and San Francisco office. This position is primarily tactical and implementation.

In this job you will:

- **Manage all aspects of donor database and gift processing:** donation entry, acknowledgment letters, maintain accurate donor records and coding, track interactions between Senior Staff and donors, input event attendance, facilitate reconciliation with Director of Finance.
- **Queries, reporting and analytics:** build and run complex queries for mailing/email lists, execute mailing exports and mail merges, prepare weekly and monthly reports for Development Team and Board of Directors, run analytic reports to determine trends and analyze fundraising efforts.
- **Coordinate mailings** (direct mail, annual appeals, annual report, event invitations, planned giving, etc.): prepare mailing lists from database, manage timelines with writers/designers, coordinate with various vendors (printer, mail house, etc.).
- **Support for Director of Development and other senior leadership:** help set meetings, prepare donor briefings, track donor meetings in database, research potential donors.

- **Donor research:** conduct all initial research on new donors and others as requested, make recommendations and prepare briefing profiles.
- **Special event support:** prepare invitation lists, support invitation & rsvp process, record all interactions in database, prepare nametags and provide on-site event support as needed.
- **General support for Development Team and San Francisco Office:** contribute to organization-wide discussions and the overall planning of the Development Team, manage stock and archives of development materials, maintain relationships with key vendors, collaborate with Communications Team as needed, support other administrative staff in answering phones, other duties as assigned.

To do this job, you will need to have the following skills. We understand that candidates may not initially have all of these skills, but we ask that you have most of them when you apply.

- Previous database management experience; Raiser's Edge and Engaging Networks preferred.
- Proficiency in Microsoft Office suite (Word, Excel, Outlook, PowerPoint), internet research, and Raiser's Edge or other comparable donor software.
- Strong organizational and project management skills, including high attention to detail and timelines.
- Ability to manage multiple tasks concurrently.
- Work independently as well as part of a team, be proactive and take direction.
- Adapt to changing circumstances, including emergent events and new information.
- Expand your knowledge about current events, the nuclear field and the field of philanthropy.
- Communicate through writing, as well as speaking or signing, in a way that is clear, concise, compelling and accurate, as well as tonally appropriate for and easily understood by internal and external audiences.

We require all of our staff to have the following skills, drawn from our organizational values of collaboration, adaptability, understanding and our commitment to Equity Rises:

- Generate new ideas with other staff members by cultivating curiosity.
- Build trust by forgiving others' mistakes and taking responsibility for their own.
- Communicate needs around tasks, priorities and deadlines clearly to colleagues.
- Adjust their workflow (pace, topic, relationships) to respond to immediate challenges.
- Learn from and respond to others through active listening.
- Ensure their own work derives from the organization's mission and goals (for example, in strategies and workplans).
- Reflect on and address power (personal and organizational) when communicating and making decisions.
- Help set and achieve departmental and organizational DEIA goals.

For this position we require that you have the following experience:

- At least 1 year prior work experience.

- Relevant transferable skills, work experience, or education including: database management, project management, donor/fundraising experience.
- On the job training is available.

Physical requirements:

- Ability to work at a computer for the majority of the day.
- Some travel is required.
- May be required to work weekends and nights.

Compensation and Benefits

FLSA Designation: Non-exempt

This is a full-time position, based in San Francisco, CA requiring a minimum one day a week in the office. Ploughshares Fund allows for some remote work flexibility regarding both location and scheduling. For example, in person meetings may be required for collaboration and onboarding, with remote flexibility allowed for independent project work.

This is an Associate level position which has a set hourly rate between \$22.12 and \$33.17, assuming a 40 hour work week this would be an annual salary range of \$46,000 and \$69,000. The maximum starting rate will be the midpoint, \$27.64/hour (\$57,500 annually), and depend on your skills as stated above. Ploughshares Fund offers a full range of benefits including health, dental and vision insurance, a retirement matching plan, paid sick leave and paid vacation time. Ploughshares Fund is an Equal Opportunity Employer.

To Apply

Please submit your application, along with a resume and cover letter that highlight how you meet the required skills and experience noted above. Applications are due by May 31, 2023. Please do not contact us by phone. To learn more about Ploughshares Fund, please visit ploughshares.org.