



**Position:** Development Associate

**Location:** Washington, DC

**Status:** Full Time

**Reports to:** Associate Director of Development

**About Malala Fund:** Malala Fund is working toward a world where all girls can learn for 12 years and lead without fear. **We advocate** for resources and policy changes needed to give all girls a secondary education. The girls we serve have high goals for themselves — and we have high expectations for leaders who can help them. **We invest** in developing country education leaders and frontline organisations — the people who best understand girls in their communities — in regions where most girls are missing out on secondary school. **We amplify** girls’ voices. Malala Fund is building a movement of young education activists who, like Malala, speak truth to power around the world.

**Position Summary:** A key member of the development team, the Development Associate is responsible for organising and managing most aspects of Malala Fund’s donor records. S/he is responsible for daily management of Malala Fund’s donor database in Salesforce and works closely with colleagues to ensure all gifts from donors are accurately processed, tracked, acknowledged and reconciled with the finance department. The ideal candidate is incredibly organized and detail oriented with a strong ability to identify best practices and recommend procedures and solutions for database accuracy and efficiency.

### **Responsibilities and Tasks**

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***Database maintenance and gift processing (60% of time):***

- Conduct regular maintenance of Salesforce, including maintenance of database integrity, donor information updates and data clean-up.
- Process donor contributions on a regular basis.
- Prepare accurate and appropriate donor acknowledgements, ensuring gifts are acknowledged in a timely manner.
- Prepare and present Salesforce reports on progress towards fundraising goals and other benchmarks.
- Proactively make recommendations on database improvements to the greater development team.
- Conduct Salesforce trainings with all new staff and provide optional refresher training sessions throughout the year.

***Supporting donor relations (20% of time):***

- Support direct mail campaigns to donors, including a major year-end appeal and other direct mail appeals throughout the year.
- Assist team leadership with meeting and call preparations and scheduling as needed.
- Process and/or respond to donor questions sent to a fundraising inbox.

***Additional responsibilities (20% of time):***

- Help prepare weekly development team meeting agendas, take notes and track action items.
- Project manages cross-cutting development team efforts, including an end-of-year campaign.
- Process monthly credit card statements.
- Prepare donor memos for Malala Fund's for accounting and record-keeping purposes.

**Required Qualifications**

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- Minimum 2 years of related work experience.
- Bachelor's degree or higher in a related field.
- Previous donor database experience is required, Salesforce strongly preferred.
- Solid judgment and problem-solving skills with proven attention to detail, accuracy and quality.
- A creative, open and innovative mind energetically searching for new solutions.
- Strong, self-directed work ethic.
- Excellent communications, research and organisational skills.
- Passion for Malala Fund's mission.

**How to Apply:**

Candidates should send a resume and cover letter to [Hiring@MalalaFund.org](mailto:Hiring@MalalaFund.org), indicating "Development Associate" in the subject line of their email.

Malala Fund is committed to safeguarding children and employment with our team is conditional upon successfully completing a background check.