



Position Title: Development Specialist
Department: Development
Reports To: Dir. Of Development
Location: Remote, with occasional travel required
FLSA Status: Exempt, full time (\$42,000-\$45,000)
Anticipated Start Date: March 1, 2024

Summary:

The newly created position of Development Specialist will be an important supporting role in PWSA | USA's growing development team focusing on *special projects* as well as cultivating and *soliciting grassroots support* for our efforts. With an emphasis on strategies and tactics to welcome and grow new and current donors, this entry level role provides support to the organization's development operation both strategically and administratively. This person will manage the logistics and peer fundraising coaching for our newly launched Just Giving P2P platform and the creation of custom forms for our DIY events on the Raiser's Edge Events Module. In addition, this individual will manage small project grants, online auctions, solicitation campaigns, recurring donation initiatives and cause marketing/merchandising. Additional administrative responsibilities include producing donor acknowledgements, updating donor actions/notes, and assigning appropriate stewardship activities in Raiser's Edge.

Qualifications:

- Bachelor's degree
- Minimum 1-2 years of experience in the nonprofit fundraising field, preferably in a social services / health care setting
- Exceptional communication skills (written and verbal)
- Confidence in front-facing customer service/donor relations role
- Experience collaborating with volunteers on fundraising projects/events
- Sound project management skills with great attention to detail
- Proven success with grant research/proposal writing (or other persuasive writing channel)
- Comfort with computer/communications technologies including: MS Office, Zoom, Sharepoint, etc.
- Strongly Preferred:
 - 1+ years of experience with a fundraising CRM (ideally Blackbaud Raiser's Edge)
 - 1+ years of experience with a Peer 2 Peer fundraising platform (preferably Just Giving)
 - Experience implementing direct donor stewardship activities
 - Experience with online auction platforms

To apply, email your resume to mmcdonald@pwsausa.org by **February 12th**. No phone calls please.