



Position: Development Associate

Full-Time

Reports to: Chief Development Officer

Organization

Our name, Issue One, speaks to our mission: We are focused on the core civic issue of our time — solving the root cause of the gridlock crippling Washington and degrading our democracy. Founded in 2013, we are a nonpartisan nonprofit advocacy organization dedicated to political reform and government ethics in order to strengthen democracy and return government to the American people. To do that, we are building the bipartisan coalition we need to win game-changing reform, and educating lawmakers and the public about pragmatic, bipartisan solutions. We are a young, startup-minded organization that embraces initiative and collective ownership of our strategy and path forward.

Position

Issue One seeks a full-time Development Associate to support our fundraising team and further our mission to restore democracy to the American people. As our Development Associate, you'll be a member of three-person fundraising team with the goal of significantly expanding funding for the organization in the next 2 to 4 years. Our ideal candidate is obsessively organized, detail-oriented, embraces the importance of donor data management, and is a motivated self-starter.

Responsibilities

- Perform all gift processing tasks including processing donations, sending acknowledgements and maintaining gift records on donor database;
- Handle all administrative details associated with various donor engagement strategies including fundraising events, meetings, trips and campaigns;
- Support the execution of an annual donor communications calendar;
- Prepare and send printed and electronic fundraising materials, including direct mail solicitations, email communications, stewardship materials, event and meeting materials and other fundraising documents as necessary;
- Maintain the donor database and ensure all RSVPs, donor meetings, events and email correspondences are recorded and tracked;
- Create regular fundraising reports and other database reports as needed;
- Conduct basic prospect and donor research requests;
- Provide day-to-day administrative support for the development department.

Qualifications

- 1-3 years of experience in a similar role — database and gift processing experience a plus, experience using Raiser's Edge preferred;
- Ability to prioritize and execute tasks with minimal direction;



- Extremely organized, detail-oriented individual;
- Strong written and verbal communication skills;
- Interest in democracy reform issues;
- Flexible, customer service oriented attitude;
- Commitment to working as a team player.

Additional information

Issue One is a nonpartisan organization dedicated to returning our government to the people. We are committed to building a workplace that reflects our core values including transparency, integrity, fair representation and increasing political participation.

Issue One is equal opportunity employer. Candidates of all backgrounds are strongly encouraged to apply. We consider applicants equally without regard to sex, gender, race, age, ethnicity, national origin, disability, marital or veteran status, medical condition, religion, gender identity, sexual orientation, or any other characteristic protected by federal, state, or local law. We reasonably accommodate staff members and applicants with disabilities, provided they are otherwise able to perform the essential functions of the job.

Location

This is a full-time position based in Washington, D.C.

Salary & Benefits

Issue One offers competitive benefits for all full-time employees. Salary range is \$42,000-\$50,000.

How to Apply

Email your resume and cover letter in a single document, labeled with your name and "Development Associate" in the subject line to jobs@issueone.org.

We look forward to hearing from you and encourage you to apply to join our team today. Applications will be accepted until the position is filled.

Due to the volume of applications, we will unfortunately not be able to acknowledge receipt of all applications. No phone calls please.