



Job title: Development Associate

Supervisor: Development and Membership Director

Location: Philadelphia, PA or Remote

Travel Requirements: 10% Travel

About IMPACT

Indian American Impact (“IMPACT”) is a national organization that elevates the voices of Indian Americans, South Asians, and all historically excluded communities to ensure that every level of government reflects the diversity and values of the people it serves. We envision an inclusive, multi-racial democracy where the Indian American, South Asian, and all historically excluded communities are represented, empowered, and engaged in the pursuit of equity and justice in America.

Position Summary:

Indian American Impact seeks a full-time Development Associate to support its fundraising efforts. As part of the Development Team, the Development Associate will be in charge of staffing call time with the Executive Director, Development Director, and other surrogates as well as support the overall donor portfolio through the development cycle. The ideal candidate will have some previous experience in campaign finance, operations, electoral politics, or nonprofit development.

Duties and Responsibilities:

Call Time Management

- Manage and run the Executive Director, Development Director, and other principals’ call time activities
- Log all activities in EveryAction and ensure research and call sheets are prepared for call time
- Complete all necessary follow up from daily call time and report back to the Development & Membership Director with progress towards goal
- Assist with scheduling donor meetings and making travel arrangements for Development Director and Executive Director.

Donor Research & Prospecting

- Actively pursue donor prospecting opportunities and list expansion within the overall donor research program
- Prepare background materials, and manage special projects as assigned.
- Recruit and train Development interns and/or volunteers if necessary
- Collect and maintain updated and accurate database records for the organization in the EveryAction database including all personal contacts between donors and campaign staff.



Stewardship

- Assist with the annual membership program and stewardship of major donors to the organization.
- Prepare gift acknowledgement letters and other appropriate correspondence to donors and funders for Development Director or Executive Director.
- Assist with grant reporting and tracking.

Other Responsibilities

- Assist with event management including host committee follow up as well as day-of event activities
- Supports the creation of a grassroots digital fundraising program including writing and editing copy.
- Enter and process all gifts in the fundraising database and maintain donor and funder records in an accurate and timely manner, process routine and analytic reports as requested.
- Assist in preparations for board and development committee meetings/conference calls.
- Assist with development, drafting, and packaging of grant proposals, major donor proposals and with other applications and campaigns as requested.

Ideal Qualifications:

The Development Associate will be an early-career professional with at least 1-2 years of experience in political campaigns, campaign finance, or nonprofit fundraising and development. Experience managing principal call time is also ideal. Other desired attributes, competencies, and skills include:

- Demonstrated skill and passion for building political power in underrepresented communities
- Motivation to join a young organization that is seeking to build influence and political power for South Asian Americans
- Knowledge of Microsoft Office Suite, Google Tools, and NGP/EveryAction
- Strong written and verbal communication skills
- Previous donor research and prospecting experience
- Strong time management skills and diligent follow up management

Culture and Compensation:

At IMPACT, we believe that one of the best ways to invest in our mission is to invest in our team. We offer competitive salaries and a benefits package that includes full healthcare and dental coverage, 401(k) with employer match, and three weeks paid time off plus national holidays. The Development Associate will be employed as a full-time position with a salary range of \$50,000 to \$60,000.



How to Apply:

To apply, please complete the form at www.iaimpact.org/jobs and include a resume and cover letter. For questions about the position, please contact Sonal Shah-Modisette at sonal@iaimpact.org. We will review applications on a rolling basis until filled.

IMPACT is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, or veteran's status.