Employment Opportunity
Development and Communications

At the **Women’s Prison Association (WPA)**, we empower women to redefine their lives in the face of injustice and incarceration. Together, we forge pathways to freedom, safety, and independence.

We are currently recruiting for a **Development Associate**. This part-time position will support the Development department’s administrative needs, as well as have primary responsibility for gift entry, donor acknowledgement, and reporting in the donor database. The ideal candidate will have a comprehensive understanding of gift processing principles and practices, a high level of professionalism and organization, self-motivation, and a sense of humor. This is a part-time (approximately 20 hours per week), non-exempt position.

Responsibilities include, but are not limited to:

- Ownership of the donor database and completion of the database-related projects including list creation, gift entry, gift report generation, modifying constituent records, and letter processing.
- Assist Manager of Donor Communications to prepare and execute direct mail appeals.
- Provide event support as a member of the Development team. This may include attending events on occasional evenings or weekends.
- Timely response to all internal and donor requests.
- Perform Development department general administrative support.

Qualifications

- Minimum of 1-2 years’ experience in nonprofit fundraising
- Deep passion for WPA’s mission and issues of women and criminal justice involvement
- Strong verbal communications skills and an ability to write clearly and persuasively
- Must be a team-player
- Raiser’s Edge proficiency required (Raiser’s Edge NXT preferred)

If you are interested in applying for this position, please email your resume, cover letter, and salary requirements to jobs@wpaonline.org. You must include "Development Associate" in the subject line of your email.

EOE