

Development Associate

For more than 30 years, Corporate Accountability International has successfully challenged corporations like GE, Nestlé, and Philip Morris to halt abusive practices that threaten public health, the environment and our democracy. Today our campaigns challenge the dangerous practices of some of the world's most powerful industries. **Think Outside the Bottle** exposes the truth behind bottled water marketing and defends the human right to water in the face of increasing corporate control. **Value [the] Meal** challenges the fast food industry to stop driving an epidemic of diet-related disease, and our campaign **Challenging Big Tobacco** is blocking industry interference in health policies that protect our kids.

The Development Associate will work closely with the Development Director, providing critical support to enable her to optimize her time and focus the work of the Development Unit. The Development Associate will support high level individual fundraising programs, lead research efforts and will meet scheduling and logistical needs.

MAJOR RESPONSIBILITIES:

- Oversee prospect management and research.
- Maintain records on the data base and create fundraising lists and reports.
- Generate and compile resources and materials for fundraising visits.
- Schedule and prepare materials for meetings, take and distribute notes, and ensure next steps are communicated and follow-through happens.
- Support our reporting and tracking system by taking verbal reports from organizers and generating reports.
- Draft donor updates and coordinate mailings.
- Maintain files in an orderly, timely and confidential manner.
- Provide assistance to Development Director as needed.
- As a member of the staff, participate in organization-wide planning, fundraising and campaign activities.

MINIMUM QUALIFICATIONS:

- Demonstrated commitment to social justice and progressive social change.
- At least 3 years experience working as a fundraiser and/or prospect researcher in a development department.
- Exceptional verbal and written communication skills.
- Very organized, efficient and persistent, with experience managing and juggling diverse tasks and projects with minimal supervision.
- Flexible, with an optimistic approach to new challenges and a good sense of humor.
- Good judgment, strong initiative, and a quick learner.
- Creative and aggressive problem-solver.
- Talented with of Microsoft Office – Word, Outlook, Excel, PowerPoint; adept with data bases.
- Desire to participate in fundraising and campaign work as needed.
- Professional and experienced in handling confidential matters.

ACCOUNTABILITY: The Development Associate is accountable to the Development Director

SALARY RANGE: \$30,600 - \$42,000, depending on experience, with a generous benefits package

LOCATION: Campaign Headquarters, Boston

TO APPLY: Email letter of interest, résumé and three to five references to jobs@stopcorporateabuse.org

*Corporate Accountability International is an equal opportunity employer and an inclusive organization.
People of color, women, and GLBTQ people are strongly encouraged to apply.*

