MENTOR National - Development Associate

ABOUT MENTOR

Potential is equally distributed; opportunity is not. A major driver of healthy development and opportunity is who you know and who's in your corner.

30 years ago, MENTOR was created to expand that opportunity for young people by building a youth mentoring field and movement, serving as the expert and go-to resource on quality mentoring. The result - more than 10x increase in young people in structured mentoring relationships, from hundreds of thousands to millions.

Today, we activate a movement across sectors that is diverse and broad and seeps into every aspect of daily life. We are connecting and fueling opportunity for young people everywhere they are from schools to workplaces and beyond.

Commitment to Diversity

MENTOR is committed to fostering an environment of diversity and inclusion for all. We embrace our differences and celebrate our common humanity in advancing awareness of the need for a transformative power of supportive relationships for our young people. We believe that varied perspectives, experiences, and opinions are central assets in our mission to close the mentoring gap. As we seek to build the most complementary team when it comes to skill, perspective, and experience, we strongly encourage candidates from underrepresented communities to apply.

ABOUT THE POSITION

MENTOR seeks a full-time Development Associate to join the Development team at our national office. We're looking for an enthusiastic, self-starter who will play a key role in the success of MENTOR's year-round fundraising efforts. The Development Associate coordinates development operations; manages the donor database; supports donor research, communications, outreach and fundraising campaigns; assists with special events, and provides critical operational support as the "glue" of the development team. This position provides many opportunities for networking, skill-building, and professional development.
If you are an early career development professional who thrives in a fast-paced and friendly environment, is rigorously attentive to details, and has a passion for data - we would love to hear from you. The position reports to the Director of Development and Donor Engagement.

Responsibilities

Data Management and Analysis

- Maintain MENTOR’s donor database through regular data input, data clean-up, gift processing, and donor updates
- Assist in upcoming database conversion
- Generate internal and external reports and provide relevant analysis of data to ensure MENTOR is on track towards its goals

Team Operations

- Document development policies and suggest best practices to improve efficiencies
- Serve as a liaison to the Operations team by processing all mail, completing daily check logs, monthly reconciliation reports, and documenting and tracking pledge payments
- Manage MENTOR’s online donation platform and other third-party giving platforms
- Stay up to date on fundraising trends, technology and inclusive practices; regularly recommend and oversee the implementation of new development tools
- Provide ongoing administrative support to the Development Team including managing the annual team calendar, coordinating team meetings, and planning team retreats

Donor Relations and Events

- Write and process timely gift acknowledgements and pledge reminders for all donations
- Conduct research and develop donor profiles and meeting briefs for CEO, development staff, and other organization leaders
- Coordinate annual fund appeals and donor mailings by preparing the mailing lists, printing, labeling and mailing
- Provide logistical support of webinars, in-person and virtual fundraising events, and site visits including preparing materials, coordinating schedules, identifying vendors, staffing registration and monitoring post event follow-up, etc.
- Proofread and copy edit grant proposals and other development communications as needed, with an eye towards ensuring all materials reflect MENTOR’s commitment to diversity and inclusion
- Project manage the development team’s activities for National Mentoring Summit and provide onsite staffing support
- Lead on special cross-functional projects as needed and according to interest and skills
Requirements

There are innumerable ways to learn, grow, and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. This said, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below.

- 1-3 years of professional work experience preferably in nonprofit fundraising (part-time, work study or internship included), and a desire to learn and grow
- Commitment to MENTOR’s mission and core values
- Ongoing learner on best practices in creating inclusive communications and events
- Proactive and resourceful self-starter who enjoys working in a fast-paced environment
- Team player with eagerness and excitement in providing administrative support
- Highly organized with strong deadline management, sense of responsibility and accountability, and the ability to manage up and across teams to ensure project deliverables are met on time
- Ability to collaborate and communicate effectively with a diverse set of stakeholders, including external partners and vendors.
- Fluency in Microsoft Office Suite: Outlook, Word, Excel, PowerPoint, and Teams preferred
- Experience working with a database and running reports (CRM fundraising databases such as Mission CRM, Abila Fundraising 50, Salesforce, Raiser’s Edge or similar systems preferred)
- Strong writing and proofreading skills; meticulous attention to detail
- Demonstrated ability to handle delicate and confidential information
- An enthusiastic and positive attitude

Making the Decision to Apply

In July and August, MENTOR will execute a hybrid remote work practice asking employees to come into the Boston office one day a week and will implement a formal return to the office policy in September 2021 with further details. Special circumstances will be considered.

If you think you have what it takes, please answer a few questions following the application link and submit an updated resume. Cover letter is not required.

We hope to have phone interviews in July with select candidates followed by video interviews with Julie Babayatzky, Director of Development and Donor Engagement at MENTOR. A few finalists will have a virtual interview day with other staff and leadership at MENTOR followed by a holistic reference check process. Expected start date is August/September.

Please visit the application portal to apply.
Compensation and Benefits

Salary for this role will be commensurate with experience and starts at $45,000. Full benefits include health care, 403B, vacation, and life and short and long term disability insurance. The summary overview of the benefits could be found HERE.

MENTOR is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply. Diversity of opinions, experiences, and backgrounds is a key asset.