

## **Development Associate Job Description**

Project Veritas is looking for a highly-motivated individual who wishes to launch their career in fundraising. This position would be in our Mamaroneck, NY headquarters.

With our training and the commitment and effort of the person selected, the individual who fills this role will grow their development skills and rise to become a seasoned, effective development officer.

Some of the tasks associated with this position includes:

- Performing donor research, including identifying prospective donors and foundations, as directed by the Vice President of Development;
- Helping maintain and segment the CRM records/database;
- Managing peak load contributions and data capture from new and existing donors resulting from high profile PV content releases;
- Handling customized mailings for high priority donors;
- Working with VP of Development to mail “visit letters”
- Working with VP of Development to make thank-you calls to donors;
- Working with VP of Development to send packages to potential foundations;
- Generating and mail high-priority new donor packages;
- Working with the accountant and the Vice President of Development to manage the low-dollar mail program.

Prior database management is required. Previous Salesforce experience is preferred but not required.

Salary is negotiable and based on skills and experience.