

LaunchCode:

Donor Relations Associate, Part-time

LaunchCode

LaunchCode is a non-profit solving the tech talent gap and paving new pathways to economic opportunity through apprenticeships and job placement in technology.

Are you a person who's always listening for connections? Got an earnest drive to open doors to opportunity for others and make an impact on their lives? Do people you meet on the bus or waiting in line often find themselves telling you their life story, and before you know it, you've discovered that your friend's aunt is exactly the person they need to meet to solve a problem? If so, then you've come to the right place.

Donor Relations Associate

The Donor Relations Associate is focused on growing financial support for our programs. The Associate will be an integral member of the professional fundraising team to support the success of our campaigns and grow the impact of our training and job placement programs.

Responsibilities

Regular, in-person attendance is required.

SALESFORCE (65%)

- Assist in managing and maintaining a comprehensive donor and prospect database to include records of prospect/donor correspondence, donor history, and other information.
- Evaluate prospect data to provide reports on fundraising appeals, donor retention efforts, solicitation effectiveness, and other strategic benchmarks. Provide financial reports, statistical analysis as required.
- Create and distribute letters, pledge forms, gift acknowledgments, and other information as appropriate and directed.

MEETINGS AND EVENTS (25%)

- Assist in the planning and implementation of all LaunchCode events including alumni activities, annual fundraising event, class graduations.*This may result in some potential extra weekly hours, schedule permitting
- Assist in preparing for meetings as needed.

FUNDRAISING (10%)

- Support Grants Manager as a proofreader and prospect researcher.
- Assist Donor Relations Team by providing prospect research, including address research.

Qualifications

- Are committed to the notion that driven people should have the opportunity to access a fulfilling career in technology.
- Have proficiency with spreadsheets and Google Docs.
- Bonus if you have experience with Salesforce or another fundraising database.
- Think attention to detail is important and have a strong interest in helping build a constantly improving fundraising process.
- Are an excellent writer, communicator and public speaker.
- Have excellent interpersonal skills.
- Can be an effective team member in high-intensity environments and able to thrive under pressure.

Position Type

Part-time — 8-10 hours/week

Salary

\$15/hour

To Apply

Apply online by filling out the form above. No phone calls, please. References should be available upon request. Applications will be accepted on a rolling basis until the position is filled. We highly recommend applying as early as possible for the best chance of moving forward. The employment eligibility of all new hires will be verified using E-Verify.

We Heart Diversity

LaunchCode supports and fosters leadership from underrepresented communities. We strongly encourage folks from immigrant communities and communities of color, as well as those who identify as women, LGBTQ or under-resourced to apply. LaunchCode is an Equal Employment Opportunity Employer. Program and employment policies of LaunchCode are nondiscriminatory in regard to race, color, gender, religion, age, national origin, disability, veteran status or sexual orientation.