



## **Position Announcement: Development Assistant**

Children's Action Alliance (CAA) and its affiliate, the Arizona Center for Economic Progress, are seeking a Development Assistant to support exciting fundraising work (campaigns and events) and donor communications. This part-time position (32 hours/week) with full benefits, which will be responsible for the management of our CRM database, leading small amount donation campaigns, tracking all donor communications, supporting events, and some general office administration.

The right person will bring energy and excellence to the Development and Communications Team to support the organization's vision to create an *Arizona where all children and families thrive*.

### **About Children's Action Alliance and the Arizona Center for Economic Progress:**

[Children's Action Alliance](#) (CAA) is an independent voice that identifies and eliminates barriers to the well-being of children and families and creates opportunities through partnerships and policy solutions. CAA works with elected officials, community partners, and coalitions to protect Arizona's ability to meet the education, health care, and human services needs of vulnerable children and families.

[The Arizona Center for Economic Progress](#) (AZCenter) is a leader in advancing policies that create fairer tax codes that raise the revenue needed to invest in education, affordable housing, health care, infrastructure, and other supports needed to build thriving communities and better economic opportunities for all Arizonans. The AZCenter works with advocates, policymakers, and communities to connect the dots between the inequities in the state economy and solutions to create a fair and socially just Arizona.

### **Responsibilities:**

#### Database Management

- Follow best practices and internal protocols regarding data entry and maintenance procedures.
- Update constituent lists and contact information in databases.
- Perform basic queries and generate reports reflecting constituent donations and attributes.
- Manage monetary receipts, including database entry and coding.

#### Fund Development

- Develop and manage small amount donation campaigns (\$100 and below) at least twice a year

- Prepare and track donor communications, including solicitation letters, invitations, and thank you letters.
- Coordinate in-house and out-going mailings
- Participate in planning and logistics of annual fundraising event and other events.
- Manage staff engagement log and track media mentions for grant reporting and donor cultivation

#### Office Administration

- Coordinate mailings
- Maintain overall office organization and appearance, supply room, conference room, kitchen supplies and refreshments as needed
- Other problem-solving and support duties as assigned
- Provide backup staffing for executive assistant.

#### **This position is for you if you...**

- Care deeply about community impact work with a focus on equity, children and families, and sustainable solutions.
- Believe that fundraising is the most direct form of community engagement love to help people get involved.
- Are self-directed and appreciate operating in support of a team.
- Hold yourself to very high standards for professional performance and personal integrity.
- Are looking for an organization to work for where your ideas matter and employees are recognized and rewarded for excellence.

#### **Compensation:**

- Salary range
  - PT Hourly \$20-22/hour
- 30 hours or more major medical and dental insurance, life insurance, matching retirement contribution.
- Competitive leave policies for vacation, sick leave, personal leave and earned sabbatical.

#### **Location:**

CAA operates a hybrid (office and home) working system that allows employees to work in the most productive location based on job description, project, or task. We provide employees with the resources to work effectively from either the CAA office or remote locations. When health conditions permit, we will resume occasional in-person meetings at our office located in central Phoenix. For that reason, we are looking for a candidate to reside in the metro Phoenix area.

#### **To Apply:**

Position will remain open until filled. Send cover letter, and resume to: [hr@azchildren.org](mailto:hr@azchildren.org)

*Children's Action Alliance and is proud to be an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion,*

*national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status. CAA strongly encourage members of traditionally underrepresented communities to apply, including people of color, LGBTQ identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English. CAA will always make hiring decisions based on merit and qualifications of the applicants and the needs of the organization.*