



CASA LATINA JOB ANNOUNCEMENT

Position: Development Operations Associate

Location: Seattle, WA

Reports to: Director of Development & Communications

Posting Date: July 15, 2021

Announcement

Life is short. Work somewhere Awesome!

Casa Latina is a social justice organization, supporting Latino immigrant employment rights and working towards more equitable living and working conditions. Leverage your skills in data entry by serving as our next Development Operations Associate.

We seek an experienced data entry specialist to become our next Development Operations Associate as a key member of a collaborative and team-orientated Development & Communications team.



The Development Operations Associate supports the daily operations of Casa Latina's development and communications team and assists in revenue generation through timely, gracious, and accurate processing and acknowledgment of donor gifts, managing donor lists, donor prospect research, and supporting with maintaining a grant calendar. The position maintains the integrity of a detailed and extensive donor database and provides timely entry and acknowledgment of gifts to ensure a positive giving experience for Casa Latina donors. This position creates reports and analysis that guide development tracking, planning and budgeting; and it provides key support of the annual gala, coordinating guest registration, volunteer coordination, and gift processing for the event. As a member of a development team, this person may be assigned additional development and communications tasks, as needed.

Our ideal candidate loves data entry, has extraordinary attention to detail, is experienced in using constituent relationship management software, and is motivated to be part of an important social movement, advancing the power of the Latino community.

This may be an exciting opportunity if you are...

- Someone with exquisite attention to detail and impeccable accuracy who understands how that makes a difference to a fundraising team and a growing nonprofit organization;
- Curious and like to dig into research about funders and donors who can elevate our cause;
- Familiar with financial reconciliation processes;

- Eager to be part of a vibrant, Latino community;
- **Experienced working in a fundraising database.**
- Looking to match your data entry experience, reporting and analysis with your passion for social justice.

The Development and Communications team is responsible for raising funds from individuals, corporations, and foundations and also processes gifts from government contracts. **The Development Operations Associate** is a critical member of this team.

Desired Qualifications:

- 1 – 3 years of experience providing gift entry into CRM software for a nonprofit organization.
- Ability to predict and troubleshoot potential issues with databases.
- Knowledge of how to pull reports and develop queries in a fundraising database.
- Full proficiency in Microsoft Office products.
- Basic understanding of relationship-based, fundraising and how gift processing supports it.
- Full professional proficiency in English (speaking, reading, and writing). Spanish language skills are strongly preferred.
- Excellent customer service and communication skills, including interpersonal, written, and verbal. Public speaking skills a plus.

Compensation: \$19.67 to \$20.66 per hour depending on experience. This is a full-time, non-exempt, position regularly scheduled to work approximately 40 hours a week. This position is part of the staff bargaining unit represented by OPEIU Local 8.

Generous benefits: Paid vacation and sick time, 6 additional personal holidays per year, the week between Christmas and New Year’s off, medical, dental, retirement (a percentage of retirement contributions will be matched by the employer after one year of employment), and available training funds to continue develop your skills.

Application process:

Applicants please send:

- 1) Email your **cover letter** describing your qualifications and interest in this specific position to careers@casa-latina.org with the subject line “Development Operations Associate.”
- 2) Include your **resume**, detailing prior data entry experience.
- 3) Please, also tell us where you heard about this job.

Casa Latina is an affirmative action employer. People of color, women, immigrants, people with disabilities, people of any sexual orientation or gender identity, and people with low-income backgrounds are encouraged to apply.