



Job Announcement

Position title: Development Associate
Reports to: Director of External Affairs
Classification: Full-time, non-exempt
Supervises others: No
Salary: \$20.22 - \$26.33 per hour

About us: Opening Doors, Inc., envisions a world in which migrants and refugees lead lives of joy and belonging, embraced by welcoming communities. Our mission is to enrich communities by supporting immigrants, refugees, and survivors of trafficking on their path towards stability, self-sufficiency and belonging.

Opening Doors is guided by our organizational values:

- Rising Together: We are in this together and depend on each other.
- Honoring Dignity: We recognize and honor everyone's strength and inherent dignity.
- Embracing Courage: We do the right thing, even when the path is uncertain.
- Seeking Joy: We take time to be together, celebrating our diverse cultures and recognizing our victories.

Opening Doors, Inc., supports immigrants, refugees, survivors of trafficking, and others on their path towards stability, self-sufficiency and belonging. Opening Doors began in 1993 as a small refugee resettlement agency, and today serves 2,000 clients per year across our 5 program areas: Refugee Programs, Human Trafficking Programs, Immigration Legal Services, Health Programs and Economic Prosperity Programs.

Ideal candidate: The ideal candidate will have the ability to work independently and will have excellent attention to detail. They will have the ability to work effectively in multi-cultural work environments, showing respect and sensitivity for cultural differences, and will be passionate about Opening Doors' mission.

Responsibilities: The essential duties and responsibilities of this position include the following:

- Maintain the accuracy and integrity of donor databases by ensuring that all information is kept current and up to date.
- Process donations and prepare acknowledgement letters and other correspondence.
- Maintain donor files on the database and server, and ensure that donor contacts are integrated in email marketing system.
- Run periodic reports from the donor database.

Other duties may be assigned in the sole discretion of the Organization. The Organization may assign or shift duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

Required qualifications: The requirements listed below are representative of the knowledge, skills and/or abilities required.

- Proficient in using Microsoft Office Suite, including intermediate Excel skills.
- Prior experience with databases in either fundraising or related fields (i.e., fundraising database Razor’s Edge, accounting database QuickBooks, human resource database Workday).
- Keen attention to detail; ability to proof written documents and identify and fix errors.
- Ability to work independently and autonomously problem-solve.
- Ability to maintain confidentiality.

Preferred qualifications: The requirements listed below are not required but are desired.

- Prior experience with donor database such as Donor Perfect, Razor’s Edge, or Bloomerang.
- Demonstrated experience in relevant fundraising and development positions.
- Effective communication skills in one or more of the following languages: Arabic, Chinese, Farsi/Dari, Hmong, Pashto, Russian, Spanish, Tagalog, Urdu, Ukrainian or Vietnamese.

Physical requirements and work environment: The following demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the **Development Associate** position. Reasonable accommodation can be made to enable people to perform the described essential functions.

While performing this job, the employee is required to sit often and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard, the employee is occasionally required to stand, walk, reach with arms and hands, lift approximately 25 pounds on occasion, and to stoop, kneel, or squat, and drive on occasion. The noise level in the work environment is usually quiet to moderate.

How to apply: Candidates should email a **resume and cover letter** to humanresources@openingdoorsinc.org. Include “Development Associate” – [Your name]” in the subject line.

Opening Doors provides equal employment opportunities (EEO) to all employees, applicants and any third parties, for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.

Opening Doors participates in E-Verify.