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Position Available – Development Assistant

GENERAL DESCRIPTION OF POSITION: The development assistant is a key member of the major gifts team that ensures all procedures run smoothly, donations are properly tracked and acknowledged, and all databases and systems are up to date.

RESPONSIBILITIES:

- Batching and coding all major gifts, planned gifts and bequests;
- Managing the Major Gifts Donor Acknowledgement Program;
- Maintaining, standardizing, and mining donor data;
- Preparing and executing donor mailings and outreach materials;
- Reconciling donations each month received through multi-channeled outreach efforts;
- Preparing documentation for the annual audit for major gifts;
- Ensuring donor communications and correspondence are processed and filed;
- Compiling planned giving correspondence materials for donors on wills, annuities and other planned giving products as directed;
- Opening and sorting mail, scanning checks; and
- Other tasks as assigned.

REQUIREMENTS:

- Bachelor's Degree preferred and desire to work in the fundraising field.
- Strong commitment to the public interest.
- Excellent communication and solicitation skills, both oral and written.
- Ability to work effectively with a wide variety of people in a fast-paced environment with multiple priorities and frequent deadlines.
- Level-headed and good judgment; a sense of humor; willingness to learn.

TO APPLY: Please send cover letter and resume to: Development Jobs, devjobs@citizen.org. No phone calls please.

SALARY AND BENEFITS:

Competitive non-profit salary commensurate with experience; good medical and dental coverage; three weeks paid vacation for new employees.

Public Citizen is an equal opportunity employer.

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