



Advocacy for Human Rights in the Americas

WOLA Job Opening: Development Assistant

The WOLA Development Team is looking for an enthusiastic new member to join our fast-growing and dynamic program. This creative and ambitious team works to increase and expand the fundraising activities that make WOLA's human rights advocacy possible. We are looking for someone passionate about social change who understands the value and strategic function of fundraising in creating that change. This determined, industrious person will excel at writing, building relationships, and thinking analytically. S/he will have initiative, excellent problem-solving skills, and the ability to communicate effectively. The position brings a committed individual into contact with the human rights and foreign policy communities in Washington and Latin America.

WOLA is an organization where everyone is self-motivated, goal-oriented, and passionate about their work. We are committed to what we do. Our leadership works hard to support us with a culture of innovation, collaboration, and excellence. WOLA was recognized by *Washingtonian Magazine* in 2013 as one of DC's "Best Places to Work" and by *The Washington Post* in 2009 as one of DC's best-managed nonprofits.

WOLA's office has a paid staff of twenty, plus seven interns and five fellows.

RESPONSIBILITIES:

1. Manage the fundraising database (Bloomerang).
2. Track and provide periodic updates on fundraising progress.
3. Assist the Development Director with general strategic fundraising activities.
4. Assist the Donor Engagement Manager in carrying out WOLA's annual fund and major gifts programs.
5. Assist the Grant Writer with grants management, draft writing, and donor research.
6. Oversee donation acknowledgement and recognition process.
7. Help manage event logistics for WOLA's donor dinners and the annual gala.
8. Supervise a full-time fundraising intern.
9. General administrative duties as assigned.

QUALIFICATIONS:

1. Exceptional attention to detail, writing ability, creative thinking, and analytical skills.
2. Ambitious performance and dedicated teamwork abilities.
3. Contribution in team meetings and a desire to make a mark on large projects.
4. Good judgment and a high degree of maturity.
5. Commitment to WOLA and its values of human rights and social justice.
6. Bachelor's degree required.

Preferred candidates will also have:

7. Talent at building and maintaining relationships.
8. Experience in fundraising, marketing, sales, communications, or policy.
9. Ability to speak Spanish.

SALARY: \$38,000, 100 percent employer-paid health, dental, vision, and life insurance; three weeks annual vacation.

APPLICATIONS DUE BY: November 24, 2014

START DATE: January, 2015

TO APPLY: Please submit electronically, in English, the following items in a single PDF document to DevAsstHire@wola.org:

1. Cover letter.
2. Resume.
3. Two-page English-language writing sample.
4. A list of two references with email addresses and daytime telephone numbers.

For more information, please visit www.wola.org. Only candidates authorized to work in the U.S. without any restrictions need apply.

- No phone calls or faxes please-

WOLA encourages application by minority candidates and is an equal opportunity employer