



Advocacy for Human Rights in the Americas

## Development Assistant

**Who we are:** The Washington Office on Latin America (WOLA) is a leading research and advocacy organization advancing human rights in the Americas. We envision a future where public policies protect human rights and recognize human dignity. We create strategic partnerships with courageous people making social change: advocacy organizations, academics, religious and business leaders, artists, and government officials. We are passionate about our work and strive to make our organization a healthy and safe space for all to work and feel appreciated. WOLA supports our staff with a culture of innovation, collaboration, understanding, and integrity.

Our development team works to increase and expand the philanthropic partnerships that make WOLA's human rights advocacy possible. Our team is split between the individual giving and partnership work. Our individual giving team is made up of a Director and Coordinator who work with individual donors as well as plans our yearly gala, our largest fundraising event. Our partnerships side consists of one Assistant Director who works with grants from multiple foundations as well as governments (please note that WOLA does not accept funds from the United States government).

**Your role:** This role will act as an assistant and provide administrative support to the Vice President of Development as well as provide a variety of support to the development team at large. The standard daily tasks include monitoring donations, maintaining our CRM database, scheduling meetings, and other admin related tasks. This role assists in the planning and supporting of all major development activities, including but not limited to our Annual Human Rights Awards Ceremony and Benefit Gala, appeals, reporting to foundations, fundraising events, and working with the development and nominations committees of WOLA's board of directors. This position will work with staff across the organization, receive an introduction to the nonprofit development world and meet human rights, social justice, academics, and foreign policy communities in Washington D.C. and Latin America. Qualified candidates should demonstrate a passion for social justice, human rights in the Americas, and anti-racism. They should be incredibly organized, detail-oriented, and thrive with multitasking.

**Reports to:** Vice President for Development

**Supervises:** One intern in tangent with the Internship Coordinator

### Responsibilities include but are not limited to:

#### *Administrative:*

- Provide administrative support to the development team, including scheduling, preparing for and taking minutes at meetings, processing invoices, assisting with translations, and making travel arrangements.
- Maintain our donor database (EveryAction) by updating records and information, processing all gifts; generating financial reports, lists, and queries; updating information; overseeing data entry for special events; and ensuring the integrity and confidentiality of the data.
- Prepare, draft, edit, format, and/or distribute correspondence, documents, and other fundraising materials.
- Support the Nominations and Development committees of the Board by updating the board website, supporting events, note taking, and other assigned duties.
- Work with the Finance team to ensure that our financial records are aligned.

#### *Individual Giving:*

- Assist with prospecting, cultivating, and stewarding supporters by coordinating correspondence, contacting donors, scheduling and preparing for meetings, tracking communication, preparing donor/prospect research and meeting briefings.
- Monitor and record incoming donations and acknowledgement letters

- Assist in the production of the WOLA Human Rights Awards Ceremony and Benefit Gala and other events, including donor trips and fundraising events, throughout the year by liaising with vendors, creating timelines, tracking invitations and RSVPs, and coordinating materials and on-site logistics.

*Foundation and Governments:*

- Support the Assistant Director with grants management, including:
  - Receive, record, and acknowledge grant letters and incoming foundation checks.
  - Maintain records of grant deadlines and a production calendar.
  - Keep records to track foundation relationships and strategy.
- Other duties will be assigned depending on the Supervisors' needs and Assistant's abilities.

**Qualifications:** *Note: We view this section as a guide, not a checklist. We encourage you to apply even if you don't satisfy every bullet on this list. The ideal candidate must align with our [values](#).*

- Full written and spoken fluency in English and a minimum of advanced Spanish.
- Prior administrative experience and strong organizational skills with meticulous attention to detail are required.
- Interest in development work and Latin America, and a demonstrated commitment to social justice and human rights.
- Experience with event planning, community engagement, and/or philanthropy is preferred.
- Strong interpersonal skills, including patience and a sense of humor, as well as the ability to communicate with a variety of audiences, including donors.
- Ability to work well under pressure while juggling multiple tasks simultaneously.
- Strong analytical and problem-solving skills and the natural curiosity needed to conduct online research.
- **Please note: Due to the level of this position, we cannot apply for a work visa or sponsor a candidate; we can only hire candidates currently authorized to work in the United States on a full-time basis.**
- Additional job requirements: possible domestic and/or overseas travel; full-time position; some long hours and weekend work required.
- **Office Culture:** Our office setting is flexible and hybrid, meaning you must be in the greater DMV area for advocacy purposes; however, you are not required to work from the office daily. Staff are encouraged to go in 1-2 days a week based on their tasks and program needs. There will be meetings and events that require your in-person attendance.

**Salary:** Starting salary of \$49,000-51,000, dependent on years of previous experience. Benefits include full health, dental, vision, and life insurance 100% paid by WOLA; four weeks of annual vacation, a 5% retirement match at one year of employment, four weeks of sick leave, and twelve weeks of paid parental leave. The office is closed between Christmas and New Year's.

**Deadline:** We are accepting rolling applications and will conduct rolling interviews with a final due date of December 31.

**Start date:** Early 2023

**To apply:** Please submit **in one PDF document**; a 1-2 page resume (in English), and a 1-2 page cover letter (one copy in English and one in Spanish) [here](#). This cover letter should indicate why you are interested in working with the development team and your interest in the development field. During the interviews, your Spanish speaking and writing skills will be tested for proficiency. If we are interested in your candidacy, you will receive an email within two weeks of your application.

**-No phone calls or personal emails-**

*WOLA values a diverse workplace and inclusive culture; we encourage applications from a variety of individuals, even if you don't meet 100% of the qualifications. WOLA is an equal opportunity employer, and does not discriminate based upon race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity or expression, family responsibilities, socio-economic circumstance, record of arrest or conviction, or any other status protected by applicable law.*