

Development Assistant
314 Action

Washington, DC based

314 Action is a grassroots community of over 5 million people working to elect scientists who will use science and facts to address some of our most pressing issues like climate change and health care.

In 2020, we helped flip U.S. Senate seats in Arizona and Colorado by drafting [Capt. Mark Kelly](#) and former Gov. John Hickenlooper to successfully run for office. After raising more than \$22 million in grassroots donations, 314 Action helped elect nearly 20 scientists at the federal level and over 100 scientists at the state and local levels. Of these scientists, 57% were women, 23% were candidates of color, and 24% were first-time candidates for public office. 314 Action and its mission to elect scientists at all levels of government have been featured in pieces by numerous news outlets, including [NBC News](#), [CNN](#), [Bloomberg](#), [Newsweek](#), [The Hill](#), and [Huffington Post](#).

For 2020 and beyond we are looking for an entrepreneurial Development Assistant to help us lead the expansion of 314 Action's nationwide fundraising network and grow our fundraising to \$50 million plus per cycle. The ideal candidate be a recent college graduate or will at least have some non-fundraising experience on a campaign or with another political organization. We are looking for an outside the box thinker who will thrive in a startup environment with minimal bureaucratic hurdles. The Development Assistant will report to the Development Director and will work with other members of our staff including the Executive Director and Founder / President.

The Development Assistant provides administrative support to the rest of the development team in all aspects of fundraising; mid-level and major gifts, monthly recurring contributions, call time, events, donor stewardship, and database management.

Responsibilities

- Process donations and prepare acknowledgment letters and other correspondence
- Create monthly fundraising reports and other database reports as needed
- Continually update and correct database records
- Conduct preliminary research on prospective donors
- Prepare materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Identify prospects and outline cultivation and solicitation tactics
- Help manage the internship program for the development department
- Other duties as assigned by the Director of Development

Preferred Qualifications

- Self-starter with 1-2 years of political / campaign / electoral or nonprofit experience in work / internships
- Proficiency in Microsoft Word, Excel, PowerPoint, + Google Docs
- Familiarity with NGP preferred
- Hard working, highly organized, with incredible attention to detail
- Strong verbal and written communication skills
- Excellent time management skills and ability to manage several tasks/projects at once
- Flexibility and the ability to capitalize on opportunities that present themselves in fundraising

- Thrives in an ambiguous, evolving environment

How to Apply

Interested candidates should send a resume and cover letter to jobs@314action.org with the subject line "Development Assistant." No calls please.

Salary range will be \$3,000 - \$3,500 per month, depending on experience. Additionally, 314 Action provides a full benefits package for employees including paid time off, health, dental, and a generous employer match 401(k).

314 Action is currently working entirely remotely for the duration of the COVID-19 pandemic, but this position will eventually be located in 314 Action's Washington, DC. Some light in person duties are required in Washington, DC to maintain organizational operations.