



ncnw
commitment | unity | self reliance

National Council of Negro Women, Inc. • ncnw.org • ncnwhq@ncnw.org
633 Pennsylvania Avenue, NW Washington, DC 20004 • 202-737-0120

Fundraising Assistant Job Description

The National Council of Negro Women is an “organization of organizations” (comprised of 300 campus and community-based sections and 32 national women’s organizations) that enlightens, inspires and connects more than 2,000,000 women and men. Our mission is to lead, advocate for, and empower women of African descent, their families and communities. NCNW’s programs are grounded on a foundation of critical concerns known as “Four for the Future”. NCNW promotes education with a special focus on science, technology, engineering and math; encourages entrepreneurship, financial literacy and economic stability; educates women about good health and HIV/AIDS; promotes civic engagement and advocates for sound public policy and social justice.

The Fundraising Assistant will provide administrative support to the Fundraising team broadly and dedicated support to the Director of Philanthropy. The Fundraising Assistant will work with counterparts in similar positions throughout NCNW to coordinate efforts.

Fundraising Support

- Write, proofread, edit and send correspondence, including but not limited to: Fund agreements, addendums, donor letters and gift proposals.
- Communicate with donors in person, on the phone, and by email
- Process incoming and outgoing mail
- Coordinate the production of a range of materials for donor solicitation, including background materials and collateral to leave with funders.
- Assist with special events planning, preparation and execution and processing of online RSVPs
- Assist with the research, preparation and submission of grant applications.

Administrative Support

- Manages and maintains the Director of Philanthropy calendar and fundraising calendar. Schedule all appointments, meetings, and conferences while coordinating related logistics as needed.
- Regularly updates Director of Philanthropy on internal and external issues and requests, as needed.
- Responsible for reconciling credit card statements for the Fundraising team
- For the Fundraising Team, schedules team meetings and prepares/updates meeting agendas, documents, and other necessary materials.
- Provides support to the Fundraising team by compiling biographical and background information on donors and prospects when needed.
- Assists the Fundraising team with event-related briefings.
- Provides copyediting and proofreading support.
- Provides assistant-level project management support for ad-hoc projects.

Founder: Dr. Mary McLeod Bethune

President & Chair Emerita: Dr. Dorothy Irene Height (1957-2010)

Chair of the Board and 7th President: Dr. Johnnetta Betsch Cole

Executive Director: Janice L. Mathis, Esq.

Chief Administrative Officer: Krystal Ramseur, MPA



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Gift Processing and Data Maintenance

- Processing unrestricted, restricted, endowment, and other commitments and payments.
- Executes on data entry, hygiene, and data maintenance projects to further the efficiency and accuracy of the Donor Perfect database.
- Completes all data entry related to Fundraising
- Regularly manage updates to Donor Perfect and constant contact mailing lists to ensure all contacts are properly moved through the development process and coded appropriately.
- Manage gift acknowledgement process and produce donor letters on a weekly basis.
- Work closely with the Finance team on incoming gift processes.

Education/Experience Requirements:

Bachelor's degree or an equivalent combination of education and experience required; a minimum of two years professional and/or related experience required. Demonstrated ability to support executives. Familiarity with fundraising and fundraising software, particularly Donor Perfect, preferred. Experience in a related organization and/or familiarity with nonprofit organizations and strong writing skills is highly desirable.

Knowledge/Skills Requirements:

Excellent interpersonal, organizational, writing, researching, proofreading, and administrative skills. Strong attention to detail and problem solving. Ability to work in a fast-paced environment, turn things around quickly, and manage competing demands with a high commitment to customer service. Self-starter with a demonstrated ability to work independently and as part of a team. Professional demeanor and ability to handle sensitive and confidential information appropriately.

NCNW requires that all applicants submit a cover letter and resume.

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