



**ncnw**  
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633 Pennsylvania Ave NW, Washington, DC 20004 • [ncnw.org](http://ncnw.org) • [ncnwhq@ncnw.org](mailto:ncnwhq@ncnw.org)

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**Development Assistant  
Job Announcement**

The National Council of Negro Women (NCNW) is a 501(c)3 national civil and human rights organization, based in Washington, DC. NCNW was founded by the renowned educator and civil rights activist Dr. Mary McLeod Bethune in 1935. Today, Rev. Shavon Arline-Bradley is the first President and CEO of NCNW. NCNW has more than 300 sections across the US and leads a coalition of 34 national women's groups. NCNW's mission is to lead, advocate for and empower women of African descent, their families and communities.

**The Development Assistant Position Summary**

NCNW is seeking a highly-motivated, experienced individual to assist with support operations and giving efforts for the Development team. This position will assist with database management, stewardship of donors, occasional research and day-to-day support. The successful candidate will be supporting the Development team with the growth of partnerships with major foundations, corporations, supporters, stakeholders, and all other assigned administrative tasks. The Development Assistant will work with counterparts in similar positions throughout NCNW to coordinate efforts.

Under the direction of the VP of Development, this position is primarily responsible for providing support with the ongoing development and fundraising work of NCNW. The salary range for this position is \$55,000- \$65,000.

**Development Support**

- Write, proofread, edit and send correspondence, including but not limited to: Fund agreements, addendums and gift proposals
- Assist with the research, preparation and submission of grant applications
- Equip our Development team with the information, knowledge, and support they need to prospect, cultivate, and solicit major gifts
- Assist with event planning, preparation, execution and tracking of RSVPs
- Acting as CRM expert by ensuring management and maintenance, identification of opportunities for new efficiencies and issuing relevant

**Gift Processing & Data Maintenance**

- Process unrestricted, restricted, endowment and other commitments and payments
- Completes all data entry related to the Development team
- Maintaining individual donor files and gift documentation, as well as updating CRM data promptly.
- Generate and send timely donor acknowledgment letters, receipts for gifts, and stewardship touchpoints
- Working with the finance team to reconcile gift entries and grants, clarify donation restrictions, or answer any other questions related to donor gifts

**Administrative Support**

Krystal Ramseur  
Chief Administrative Officer

Dr. Mary McLeod Bethune, Founder  
Dr. Dorothy Irene Height, President Emerita

Rev. Shavon Arline-Bradley, President & CEO

Dr. A. Lois Kieth  
Chair of Board of Directors

*Contributions are tax deductible*



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- Create and manage the Development team calendar
- For the Development Team, prepare/update meeting agendas, documents, and other necessary materials
- Regularly update the Development team on internal and external issues and requests, as needed
- Oversee individual donor research, screenings and ratings, and donor briefing preparation
- Assist the Development team with event-related briefings
- Provide copyediting and proofreading support
- Provide project management support for ad-hoc projects
- Assist with board and resource development committee reports and materials

### **Education & Experience Requirements**

A high school diploma and a minimum of two years of professional and/or related administrative and nonprofit experience is strongly preferred, volunteer work may also be considered. Demonstrated ability to support and interact with executives internally and externally. Familiarity with fundraising and fundraising software, particularly, is preferred.

### **Knowledge & Skills Requirements**

Excellent interpersonal, organizational, writing, researching, proofreading, and administrative skills. Strong attention to detail and problem-solving. Familiarity with Google Suite and Donor Perfect preferred, strong MS Office skills required. 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. A professional demeanor and ability to handle sensitive and confidential information appropriately.

**NCNW requires that all applicants submit a completed job application, cover letter and resume.  
All materials should be emailed to [jobs@ncnw.org](mailto:jobs@ncnw.org).**