



Position: Development Associate

Start Date: August 2021

Position Summary: The Development Associate will support the development team by assisting with select processes and workflows for gifts made online and through the mail. This new role will heavily interact with Salesforce to accurately and reliably record sensitive donor data, as well as maintain up-to-date internal notes and records. The ideal candidate is detail-oriented, reliable, and has experience handling confidential information.

Specific Duties:

- Record new donations using platforms such as Stripe, Dropbox, and Salesforce;
- Generate tax letters for new donations;
- Assist relationship managers with:
 - information about new donations in their portfolio;
 - scheduling thank you letters + tax receipts as appropriate;
 - scheduling follow-up as needed;
 - ensuring all donor interactions are recorded in Salesforce;
- Upload new prospect batches to Salesforce as donor leads;
- Create forward-looking opportunities in Salesforce for new contacts;
- Run reports within Salesforce to track leads pipeline and opportunity pipeline;
- Perform research on new donors and prospects as needed and record in Salesforce;
- Assist with bulk correspondences (e.g. event invitations) as needed;
- Assist the Donor Relations Manager with other projects as needed;
- Other duties as assigned.

Required Qualifications:

- Excellent oral, written, and interpersonal communication skills;
- Prior experience working with Salesforce required;
- Experience handling confidential and sensitive information required;
- Flexible attitude and ability to adapt to a startup environment;
- Excellent time management and organization skills;
- Willingness and ability to collaborate with remote colleagues;
- Keen attention to detail;
- Ability to exercise good judgement and thoughtful decision making;



- Demonstrated fluency with the Microsoft Office Suite, Google Suite for Business, and Salesforce;
- Prior experience working at a nonprofit or with a development program is preferred.

This contracted, at-will position starts August 2021.

Knowledge, Skills, and Dispositions: You would be a good fit for our team if the following attributes describe you:

- **Team player.** We are a small team that values collaboration, support, and engagement. You enjoy being a team player, display a positive, optimistic attitude, have the ability to recognize and celebrate wins of all sizes, are open to constructive, supportive feedback, and demonstrate a commitment to consistently improve both your own performance and that of your team.
- **Political tolerance and flexibility.** We don't care what your politics are, but you must be able to respect and advocate for the inclusion of diverse people with diverse perspectives, including progressive, conservative, and libertarian ideas and scholars.
- **Excellent organizational and process skills,** including the ability to effectively track the status of ongoing projects and find needed documents and information quickly. Ability to independently organize, plan, prioritize, and carry out responsibilities, establish processes for self and others, and to finish tasks by established deadlines.
- **Excellent interpersonal skills.** Personal integrity, professionalism, empathy, resourcefulness, partnership, tact, proactive communication, and a commitment to high standards of work quality and maintaining confidentiality.
- **Persistent and creative problem-solver and opportunity-seeker.** The willingness/ability to anticipate problems, seek out information, and show persistence in finding solutions. We are a young organization with incredible potential to create positive change on college campuses. We seek an entrepreneurial colleague who can help us realize our potential.
- **Excellent oral and written communication skills.** Demonstrated ability to write clearly and powerfully; to edit and proofread; and to ensure high-quality, high-impact work.



Reports To: Donor Relations Manager

Direct Reports: None

Location: Fully remote

Position Type: Contract

Position Duration: 3 month contract with potential to renew and/or transition to part-time

Compensation: \$25 per hour, at least 8 hours and up to 15 hours weekly

To apply for this position, please submit a cover letter and resume to

jobs@heterodoxacademy.org.

About the Organization: Heterodox Academy (HxA) is an NYC-based non-partisan, non-profit collaborative of over 5,000 professors, administrators, and students committed to enhancing the quality and impact of research — and improving education — by promoting open inquiry, viewpoint diversity, and constructive disagreement in institutions of higher learning.

We aspire to create college classrooms and campuses that welcome diverse people with diverse viewpoints and that equip learners with the habits of heart and mind to engage that diversity in open inquiry and constructive disagreement. We see an academy eager to welcome professors, students, and speakers who approach problems and questions from different points of view, explicitly valuing the role such diversity plays in advancing the pursuit of knowledge, discovery, growth and innovation.

We work to increase public awareness to elevate the importance of these issues on campus; develop tools that professors, administrators, and others can deploy to assess and then improve their campus and disciplinary cultures; celebrate institutions that make progress on these matters; and cultivate communities of practice among teachers, researchers, and administrators.