

Contractor Position Description: Development Research Assistant

Position title: Development Research Assistant
FLSA Status: Independent Contractor / 1099
Department: Development
Reports to: Director of Development
Project term: 8 weeks, 10 hours per week estimated workload
Budgeted rate: \$3,500

SUMMARY

The Pacific Council seeks to hire a Development Research Assistant to help our development team expand our donor pool, reach new audiences, and apply for additional funding.

Over the course of 8 weeks, the Development Research Assistant will be responsible for conducting individual and guided research to source grants, donations, and new donors for our Sustaining Member and Corporate Membership programs. This person will work closely with the Director of Development to execute projects, and will occasionally work with other members of the executive team.

DUTIES AND RESPONSIBILITIES

Research and Applications (70%)

- Perform 20-30 hours of research to collect information and expand the Pacific Council's donor pool, solicit new corporations, and apply for grants
- Draft and compile 10-20 prospect profiles based on donor research and findings
- Contribute to 1-3 grant applications
- Spend 10-20 hours analyzing development reports to inform organizational needs and research approaches

Communication (20%)

- Conduct outreach to donors and external organizations
- Serve as a point of contact for new donor inquiries, select corporate contacts, and grants
- Send acknowledgments and other donor-related communications as needed

Data Management (10%)

- Enter gifts in Salesforce
- Update and maintain new donor information
- Update acknowledgment templates as needed

REQUIREMENTS & QUALIFICATIONS

- 2-4 years of professional experience
- Grant and donor research and writing experience
- Ability to work independently and share progress effectively
- Able to communicate professionally with external and internal stakeholders

PREFERRED QUALITIES

- Experience using Salesforce
- Past donor research experience and prospecting
- Knowledge of wealth screening software, ex. iWave
- Communication: Demonstrated ability to communicate clearly and effectively, both verbally and written
- Good listener, empathetic team player, and flexible

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While no one person will embody all the qualities enumerated above, the ideal candidate will possess many of those professional abilities, attributes, and experiences.

Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible.

In all our practices, the Pacific Council has stated the intention or policy ([pacificcouncil.org/inclusivity](https://www.pacificcouncil.org/inclusivity)) of seeking out and including people who might otherwise be excluded or non-traditional.

ADDITIONAL CONTRACT DETAILS

- This contract term is set for 8 weeks at an hourly rate of \$35
- Estimated workload is 10 hours per week, with the possibility of renewal
- All contract work will be conducted remotely
- This is a 1099 independent contractor arrangement
- Contractors must provide their own software and equipment

TO APPLY: Email cover letter and resume hr@pacificcouncil.org using the subject line “Contractor Position: Development Research Assistant” No phone calls, please.