



Development Assistant Job Description

Densho seeks a Development Assistant to assist the Development team to increase donor relations and fundraising. The Development Assistant is responsible for engaging with potential and current donors, tracking and acknowledging contributions, preparing and managing mailing lists, assisting with event planning and promotion, and assembling and distributing donor packages. This position plays a key role in maintaining donor data integrity in our Salesforce database and maintains donor communication and satisfaction through timely donor acknowledgement. The Development Assistant reports to the Fund Development Director.

Duties and Responsibilities

- Track donation amounts and donor information using Salesforce
- Acknowledge individual donations in a timely manner
- Identify and analyze potential donor information and trends using Salesforce and iWave
- Create accurate lists for direct mail, email, and social media campaigns. Monitor results and produce reports for each campaign.
- Generate Salesforce queries and reports
- Troubleshoot problems, improve overall processes, and meet deadlines during periods of heavy gift volume
- Create fundraising reports to track giving levels, renewal rates, recurring gifts, and other key metrics for donor analysis
- Directly respond to donor inquiries and address concerns via phone, email or letter, including problems with checks, credit cards, EFT and stock gifts
- Assemble and distribute packages for donors and supporters
- Assist with fundraising and marketing events
- Assist the Accounting team with data entry and the execution of a monthly reconciliation of Salesforce data with general ledger

Qualifications and Experience

- Two (2) years of college level education or two (2) years of experience in fundraising, marketing, or related field
- Proficiency in the use of software programs for word processing, databases, spreadsheets, email, and internet. Experience working in Salesforce or other donor database software a plus.
- Strong attention to detail with the ability to organize information and priorities
- Strong analytical and problem-solving skills
- Excellent written and verbal communication skills, including the ability to write persuasively in clear and concise language, and the ability to speak with enthusiasm to diverse audiences

- Ability to work in a fast-paced environment, amid changing priorities, with capacity to meet deadlines
- Familiarity with Japanese American communities
- Familiarity with Japanese American history and its relationship to justice and equity today

Compensation and Benefits

This is a full-time position that requires a willingness to work some evenings and weekends. The anticipated salary range for the position is \$32,000 to \$38,000. Densho offers a generous benefits package including: excellent health, vision and dental plans; 3% employer retirement contributions; paid vacation; and parental and health-related leave.

How to Apply

Please apply online by submitting your cover letter and resume in a single PDF document via email to jobs@densho.org. Please put "Development Assistant" in the subject line. In your cover letter, please describe your particular interest in Densho and your qualifications for the Development Assistant position. Questions may be directed to Dana Hoshide at dana.hoshide@densho.org. All applications will be confidential within the hiring team and given serious consideration as soon as they are received. Job interviews will begin in early April and continue until the position is filled.

Densho is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, sex, sexual orientation, age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, or any other characteristic protected by applicable federal, state, and local laws. Densho is committed to providing a work environment free from discrimination and harassment.

About Densho

Founded in 1996, Densho is a trailblazer in the use of digital technology to preserve, share, and document the stories of Japanese Americans who were incarcerated during World War II. The mission of Densho is to preserve and share the history of the WWII incarceration of Japanese Americans to promote equity and justice today. Densho's public website offers irreplaceable firsthand accounts, coupled with historical materials and educational resources to explore principles of democracy, and promote equal justice for all. Linking the past to the present, Densho creates awareness of the fear of others and scapegoating and works to solve these and related problems. Moreover, its online historical content will become more important as online learning increases and many museums begin disappearing because of diminishing visitors. The lessons learned from the World War II mass removal and incarceration of Japanese Americans are needed today more than ever. We need your help to amplify these lessons of what can happen in our country in an environment of fear, racism, and failure of political leadership.