



Job Description
Development Assistant – Part Time
Location: Washington, D.C.

Organization Overview

Founded in 2000, Free the Slaves (FTS) is a pioneer and leader in the global effort to eradicate slavery. Our mission is to liberate those in slavery and to change the conditions that allow slavery to persist. Free the Slaves works to empower vulnerable individuals and communities to achieve freedom from slavery and develop resistance to slavery. We work with and through local partners to build national capacity to combat slavery and trafficking.

Headquartered in Washington, D.C., with programs in Ghana, India, Nepal, Haiti, Senegal and the Dominican Republic, Free the Slaves has an annual operating budget of approximately \$2.6 million, a talented and dedicated staff, and a highly engaged and supportive board of directors.

For more information, see: www.freetheslaves.net.

Position Description

The part time development assistant supports all aspects of development including: Salesforce; grants and proposals; development operations and systems; social media; and special projects. The development assistant must have an eye for detail, enjoy juggling multiple projects and priorities, and be able to work with a tightknit and mission-driven organization. The ideal individual will have the ability to work collaboratively, with strong written and verbal communication, have technological curiosity, and impeccable organizational skills. The development assistant will also have the ability to work independently on projects, from conception to completion, be able to work under pressure at times, and handle confidential matters with discretion.

Responsibilities

- **Development Support**
 - Reports to the manager, individual giving
 - Research new government and foundation funding opportunities
 - Support a range of development projects
 - Assists with writing, editing, and packaging proposals and reports
 - Creates social media and external engagement deliverables
 - Preparation for internal and external meetings
 - Serve as primary point of contact for donors and donation-related issues
 - Processes weekly donations and acknowledgement letters
 - Provides administrative support to the development team
- **Database and Salesforce Support**
 - Implement and integrate third-party applications and payment processing platforms, including PayPal, Zapier, Eventbrite, MailChimp, and iATS
 - Report management: create, pull, and update reports and processes to ensure users access the information they need
 - Inputs a diversity of data in Salesforce, ensuring information is accurate and complete
 - Resolve system and technical issues in a timely manner
- **Development Operations**
 - Supports training and onboarding of new staff, including interns and volunteers
 - Other duties as assigned

Qualifications

- Bachelor's degree
- Must have past experience in development/fundraising or related non-profit work
- One year experience with Salesforce (Nonprofit Starter Pack) or CRM administration highly preferred
- Experience working with vendors and consultants preferred
- Excellent eye for details, interpersonal, and time-management skills
- Ability to manage competing priorities and projects
- Able to handle confidential information with discretion

- Foreign language skills a plus
- Forward-looking thinker, who actively seeks opportunities and proposes solutions
- High level of commitment to the mission of Free the Slaves and to working in the resource constrained environment of a nonprofit organization
- Familiarity with and strong commitment to human rights and social justice

Salary

Free the Slaves offers a competitive salary.

To Apply

Please submit a cover letter describing your interest and qualifications, a resume and a list of references to careers@freetheslaves.net with "Development Assistant [Your Name]" in the subject line.

Free the Slaves is an equal-opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.