

## Helen Keller Intl JOB ANNOUNCEMENT

### Associate, Major Gifts (New York, NY)

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

We are seeking a Major Gifts professional to join our External Relations team. The Major Gifts team is at a pivotal moment in which the organization is intentionally growing our community of major donors, and both Board members and staff are energized in the effort.

The Associate will contribute to the overall strong culture of philanthropic values and donor-centric service by supporting the work of the Major Gifts team to ensure that major donors receive quality and timely communications and attention which builds donor relationships

#### Functional Relationships

Reporting to the Manager of Major Gifts and Events, the Associate, Major Gifts is part of the Major Gifts team and will work directly with the Executive Office, the Chief External Relations Officer, and other External Relations colleagues. Additionally, they will work with senior leadership and interact with Board members to support relationship-building efforts. This role provides critical support to help build and maintain donor relationships and has some direct interaction with donors.

The External Relations department is structured in such a way that the work of each unit supports and reinforces the work of every other unit. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally, are essential to make this structure thrive.

#### Responsibilities

- Coordinate timely updates, solicitations, invitations, and acknowledgement letters.
  - Organize lists, addresses, and other key information in order to create systems to efficiently and effectively mail and email appeals, reports, and updates to different groups of donors and prospects.
  - Mail- and email- merge correspondence.
  - Pull from and input information into database of record (Raiser's Edge).
  - Craft and send gift acknowledgement letters.
- Prepare meaningful donor profiles: conduct research on donors and prospects, analyze and digest information using discretion and practical knowledge.

- Develop, refine, and implement tracking systems and documents to help the major gifts team, and Helen Keller staff and volunteer leadership engage with donors on schedule and in timely and organized ways.
  - Track outreach to donors and prospects in Raiser's Edge.
  - Update donor records on a timely basis to reflect meeting notes and actions.
  - Create materials for review by staff and Board members to see actions and outcomes of donors they are engaging.
  - Develop efficiencies and systems to track actions and make best use of the database.
  - Collaborate, share best practices, and learn from colleagues in Development Operations team as well as the Major Gifts team.
- Serve a key role in staffing meetings, events, and gatherings, and organizing trips to visit donors as well as staff and Board travel to the field.
  - Assist the Manager, Major Gifts and Events in coordinating logistics, developing invitation lists and tracking RSVPs for fundraising and engagement events.
  - Staff events, including greeting guests, coordinating seating arrangements, working with vendors, and helping set up and close gatherings.
  - Assist colleagues to develop logistics and schedules for trips with or to visit donors, including putting together information packets with directions, agendas, meeting materials, scheduling travel and accommodations.
  - Schedule, confirm attendees, and take notes for team meetings, donor meetings, and committee meetings.
  - When needed, prepare Board Committee (Nominating, Development, and Gala) materials, including agendas, handouts, and minutes.
- Take on additional projects as assigned. Based on interest, skills and capacity, additional projects to prepare for career growth can be discussed.

## **Qualifications**

- College degree plus two -three years' fundraising, sales, hospitality or other customer-driven experience, or equivalent combination of education and experience.
- Excellent verbal and written communication skills.
- Strong interpersonal, written, and oral English language communications skills including ability to:
  - Write business correspondence, internal memos, routine reports, and document procedures.
  - Communicate complex information in a clear and consistent manner; and
  - Build collaborative relationships with employees from diverse backgrounds at all levels.
- Energetic, organized, detail-oriented with strong follow-through and problem-solving skills
- Ability to perform duties that require very close attention to detail and synthesize information from multiple sources.
  - Ability to handle confidential matters with a high level of integrity and discretion.
  - Collaborative, flexible and solution-oriented.
- An ability to work independently and efficiently within a fast-paced and deadline-driven environment.
- Ability and willingness to work as a team player.
- Ability to exercise an appropriate level of professionalism and discretion when dealing with information of a highly confidential nature.

- Computer literate, including Word, Excel, Outlook, Google, research tools. Proficiency in Raiser's Edge and/or other fundraising CRM software or other databases.
- Passion about Helen Keller Intl's mission and goals; some knowledge of international affairs and global public health a plus.
- Demonstrable respect for all persons, regardless of religion, ethnicity, class or gender with a high comfort level working in a diverse environment with a commitment to high professional, ethical standards.
- Helen Keller Intl requires all staff to be fully vaccinated against COVID-19, whether or not they have had COVID.
- Ability and willingness to flex work hours to accommodate multiple time zones. Core work hours are expected to follow Eastern Standard Time (US).
- This full-time position requires at least two days per week onsite at Helen Keller's New York City location.

### **Compensation**

The midpoint of the salary range for this position is \$66,000 with a minimum of \$55,000 and a maximum of \$77,000.

Actual base salary will vary based upon, but not limited to, relevant experience, base salary of internal peers, and business sector.

### **To Apply**

Qualified candidates should submit a cover letter and resume to [hki.recruitment@hki.org](mailto:hki.recruitment@hki.org)  
Applications will be accepted until the position is filled.

**In the spirit of our founder and namesake, Helen Keller  
is dedicated to building an inclusive workforce where diversity is fully valued.**

*We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.*

*We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.*