Job Opportunity
Development Operations Coordinator I
Washington DC
March 2018

The National Office of The ALS Association is recruiting a Development Operations Coordinator. Reporting to the Director, Development Operations, the position is responsible for providing administrative and data support to the team. Must be a detail-oriented team player and assist the development team in achieving goals and objectives related to data processes, reporting, donor engagement, and peer-to-peer initiatives. This is a full time, benefit eligible position that will be based in the Washington, DC office of The ALS Association.

Primary responsibilities

- Responsible for daily gift imports and reconciliation between systems.
- Performs tasks related to gift processing, coding adjustment, and donor services.
- Maintains hygiene of national donor database.
- Coordinates gift processing, donor services, and data initiatives with other National teams and chapters, when applicable.
- Assists in the development and management of national programs as assigned.
- Provides support for internal and third-party marketing and fundraising tools and applications.
- Assists in maintaining ongoing and annual reports and benchmarks of all national signature events including Walk to Defeat ALS®, Team Challenge ALS and other events as assigned.
- Develops, tracks, and ensures the timely submission of reports and other information necessary to respond to requests from Chapters for Walk to Defeat ALS®, Team Challenge ALS, and other events.
- Provides other administration support as assigned, including but not limited to developing presentations and report generation.
- Conveys a professional and positive image that reflects favorably on The ALS Association.

Qualifications

- Associate’s degree from an accredited college/university or equivalent combination of education and experience.
- Knowledge of and experience using Database Software; Development Software (Raiser’s Edge); Internet Software (Luminate Online); Spreadsheet Software (Excel); Word Processing Software (Word); Electronic Mail Software (Outlook); and Presentation software (PowerPoint).
- Around one to two years’ experience in a non-profit environment with demonstrated experience in data operations and fundraising work. (gift processing, reporting, and/or Peer to Peer fundraising experience preferred)
- Ability to format and manipulate spreadsheets
- Team player that has the ability to interface with all levels of staff and volunteers; ability to establish and maintain professional atmosphere for employees, clients and customers.
- Ability to effectively multi-task, establish priorities and handle multiple priorities simultaneously, and meet deadlines while working in a fast-paced environment.

AA/EOE
• Detail-oriented with strong organizational skills. Capable of handling diversified assignments and highly flexible, nimble, and adaptable.
• Ability to perform process-oriented operational tasks on a daily basis.
• Excellent written, oral, and communication skills.
• Excellent interpersonal skills with the ability to build relationships with patients, doors, and chapter partners.
• Excellent problem solving and troubleshooting skills; ability to use systematic approach to recognize issues, identify possible causes and resolve routine problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations
• Excellent judgment and discretion; uses reason even when dealing with emotional topics; remains calm and professional in stressful situations.
• Maintains positive attitude with focus on being friendly, courteous, professional, outgoing, and customer service oriented at all times.
• Must be able to work independently and productively with minimal supervision.
• Strives to exceed goals and expectations.

Qualified and interested candidates please submit your cover letter, resume and salary history to:

jobs@alsa-national.org

The ALS Association endeavors to make www.alsa.org accessible to any and all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please call 202.464.8831 or email onlineaccommodations@alsa-national.org. This contact information is for accommodation requests only and cannot be used in inquire about the status of applications.

The ALS Association is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. For our EEO Policy Statement, please click here.

Please send cover letter, resume and salary history to: jobs@alsa-national.org