

Development Assistant

Key Functions

- Planning and coordination of the annual gala dinner, senior leader events, corporate programs, annual members program, and other special or major events
- Prospect research: help identify individual, corporate, and foundation prospects on an ongoing basis; draft briefings for prospect meetings
- Generate and track donor recognition activities including gift acknowledgements, thank-you letters, inclusion of donors in all appropriate materials, website, events, annual reports, etc.

Responsibilities

- Participate in preparation of event design, logistics, marketing, and post-event follow-ups
- Assist in managing donor relations as well as identifying and cultivating new prospects at events
- Maintain development records and ensure regular upkeep of prospect and donor information; maintain donor and contribution tracking systems
- Manage and coordinate direct response campaigns
- Help manage donor invoicing and pledge redemption
- Generate fundraising progress reports
- Assist in generating donor-specific stewardship reports
- Help execute communications plan for corporate members and other donors, including preparing regular email updates and other communications materials
- Perform other donor activities as required to deepen engagement with corporate contacts and other stakeholders

Qualifications

- Superior writing skills to prepare compelling fundraising materials
- Strong research skills
- Excellent organizational, administrative, and interpersonal skills and the intellectual depth to work with high-net-worth individual prospects as well as corporate and foundation prospects
- Advanced computer skills including Salesforce and Microsoft Office
- Strong events management skills; experience managing large events

Requirements

- U.S. work authorization
- B.A. degree in a related field

The National Committee offers a generous benefits package. Please send cover letter and resume to applications@ncuscr.org. A writing sample and references will be requested from those selected for interviews.

About NCUSCR

Established in 1966 by a broad coalition of scholars and civic, religious and business leaders, the National Committee on U.S.-China Relations is the leading American nonprofit, nonpartisan organization that encourages understanding of Greater China and the United States among citizens of both countries. It has fostered forthright discussion and communication through a range of initiatives that include Congressional briefings and delegations to China; public education programs; and dialogues among leaders from both countries to address critical issues such as security, politics, maritime disputes, and healthcare, digital and economic relations. The National Committee played a leading role in Ping Pong diplomacy by hosting the 1972 U.S. visit of the Chinese table tennis team and has since hosted every senior Chinese leader visiting the United States from Deng Xiaoping to Xi Jinping. The Committee's continuity of experience and depth of associations with senior officials and distinguished citizens of China and the United States make it a unique national resource. For more information, please visit www.ncuscr.org.