



Development Associate – Part-Time

Are you a detail and customer-service oriented professional looking to hone your skills and deepen your experience while working for a good cause? Are you proficient in database entry and a quick learner? Do you value a flexible and supportive work environment and enjoy the flexibility of a part-time position? Central Asia Institute is looking for a part-time Development Associate to join its dedicated team.

Founded in 1996, the Central Asia Institute (CAI) works to advance education and job skills, especially for girls and women, in remote and impoverished communities in Afghanistan, Pakistan, and Tajikistan. We envision a world in which girls and women have the education and skills to unlock their full potential and contribute to a better, brighter future for themselves and their families, communities, and countries. Our philosophy is ***Educate a girl. Change the world.***

With a staff of nine, CAI offers a healthy and flexible work environment that highly values teamwork, respect, open communication, empowerment, professional growth, and work-life balance.

The position is part-time with a flexible schedule within office hours, and is based in Bozeman, MT.

Salary: \$28 - \$30 per hour, depending on experience

Responsibilities include:

- Supporting management and maintenance of donor database including data entry and gift acknowledgment.
 - Cultivating, stewarding, and expanding donor relationships, especially as relates to mid- and base-level donors, to move them toward increased levels of giving and engagement.
 - Answering questions and requests from donors, including letters, emails, and phone calls.
 - Contributing to the Development fundraising strategy and implementation.
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Qualifications:

- Bachelor's Degree and 1 to 3 years of professional experience, or 3-5 years of professional work experience without a college degree
- Previous nonprofit experience preferred
- Knowledge of Microsoft Office, especially Excel
- Experience with donor databases, DonorPerfect preferred
- Enthusiastic, self-motivated, committed to excellence
- Ability to problem-solve in a proactive manner
- Detail-oriented, highly organized, excellent time management
- Highly analytical
- Strong written and verbal communication skills
- Flexible schedule that allows for occasional adjustments during peak workloads
- Team player and willing to take on additional tasks when able

HOW TO APPLY:

Please send an email to careers@centralasiainstitute.org

To be considered for a position, please send a resume and a cover letter specifying the role you seek and your salary requirements. In the subject line, type "Development Associate – Part Time."