



## Development and Program Associate

Central Asia Institute (CAI) is looking for a full-time Development and Program Associate to join its dedicated team. The Development and Program Associate will be responsible for managing CAI's donor database, stewarding and engaging donors, and supporting communications and outreach. The successful candidate will be customer- service oriented, proficient in database entry and maintenance, and a self-starter who also enjoys collaborating in teams.

Founded in 1996, 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. We offer an exceptional benefits package for full-time employees and have adopted a hybrid workplace that allows staff to work both from home and in the office.

The position is full-time and is based in Bozeman, MT. After the first six months, the selected candidate will have the option to work from home part of the time. Additional office hours may be required during peak fundraising times of the year.

Salary: \$23 - \$25 per hour, depending on experience, plus generous benefits package (includes paid vacation; personal leave; health, vision, and dental insurance; retirement and life insurance plans).

### **Responsibilities include:**

- *Donor Information Management:* Manage CAI's donor database to ensure accurate donor files; produce donor reports; enter gifts into the database.
  - *Support Donor Stewardship:* Draft donor acknowledgment letters; cultivate, steward, and expand CAI's relationships with donors and move them toward increased levels of giving and engagement.
  - *Support Communications:* Assist the Director of Strategy and Communications with the development, creation, distribution, and maintenance of communications materials; assist with creation of social media content and social media outreach.
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- *Service-Learning and Peer-to-Peer Fundraising:* Oversee CAI's service-learning program, Pennies for Peace (P4P), including drafting newsletters and managing website and email account; help to devise, execute, and build peer-to-peer fundraising strategies.
- *Contribute to Development Fundraising Strategy and Implementation:* Actively participate to identify strengths and areas of improvement.
- *Program Team Support:* Collect and analyze program data and information, prepare PowerPoints and other materials to share program information both inside and outside of the organization; schedule and attend meetings with CAI grantees, prepare meeting agendas, and keep meeting minutes.

**Qualifications:**

- Bachelor's Degree and 1 to 3 years of professional experience, or 3-5 years of professional work experience without a college degree
- 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 willingness to take on additional tasks when able
- Previous nonprofit experience preferred
- Experience working internationally and with diverse groups of people are a plus

**HOW TO APPLY:**

Please send an email to [careers@centralasiainstitute.org](mailto: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 and Program Associate".