



Title: Development & Operations Associate

Reports to: Director of Operations & Finance

Hours: Full Time

Starting Date: Fall 2015.

Summary of Adhikaar: Adhikaar, meaning rights in Nepali, is a New York-based nonprofit organization working with Nepali-speaking communities to promote human rights and social justice for all. Established in 2005, Adhikaar is the only organization mobilizing the Nepali-speaking community in New York area to raise our voices and take collective action against injustices on issues affecting us through organizing, community education, grassroots advocacy, leadership development, and individual assistance, working in three program areas: workers' rights, immigrant rights, and access to healthcare. It is a fast paced office with many programs going on at once and the right candidate will thrive in such an environment.

Position Summary: The Development & Operations Associate is a new position at Adhikaar to build and strengthen our fundraising, communications, and operations.

KEY RESPONSIBILITIES:

Development Support: Provide support to the Executive Director with donor acknowledgements, gift tracking, developing funding proposals, and preparing fundraising mailings and other efforts.

Event Planning: Coordinate and/or support other members of the Adhikaar team with logistics and material preparation for fundraisers, donor programs, board meetings and other events organized by or featuring Adhikaar.

Communications: Coordinate and execute a range of communications activities for Adhikaar including social media engagement, developing and managing communications efforts for special events, drafting blog posts and other written communications, designing and monitoring regular e-newsletters, and more.

Database Management: Actively manage Adhikaar's contact management system (Salesforce) including data entry, data integrity, training other staff, developing reports and other outputs based on Salesforce data. Training in Salesforce will be provided as needed.

Office Administration & Finance: Ensure smooth functioning of the office including managing supplies, office technology and overall office functions. Additionally, provide highly detailed support to the Director of Operations and Finance by managing check requests and reimbursements, and drafting reports as needed.

Executive Support: Provide administrative support to Adhikaar's Executive Director including travel planning, meeting preparation, communications follow-up, and other tasks as needed.

QUALIFICATIONS:

- Demonstrated commitment to Adhikaar’s mission and vision;
- Bachelor’s degree or equivalent;
- Experience managing administrative tasks in a professional office environment;
- Excellent computer skills including internet research, social media, Google apps, MS Office, and spreadsheet management. Experience with Salesforce and/or high degree of experience with Excel and other data management programs strongly preferred;
- Strong written, verbal and interpersonal communication skills;
- Ability to work under pressure to strict deadlines, with minimal supervision. Ability to work in an autonomous environment, be self-directed and self-motivated;
- Ability to develop and maintain good working relationships at all levels of the organization;
- Ability to pay attention to details.

How to apply

Email resume, salary requirements, and cover letter explaining why you are interested in the position to hire@adhikaar.org with “Development & Operations Associate” in the subject line.