

## Development Operations Associate

The American Library Association's Development Office is seeking a full-time Development Operations Associate. We are looking for a curious, tech-savvy information manager and architect to join our team at our Chicago headquarters.

Reporting to the Director of the Office, the successful candidate will have four main areas of responsibility:

- Reporting and data preparation. This person will be the primary manager of the iMIS database for the Development Office. They will produce fundraising reports for internal and external use.
- Gift processing. This person will share gift processing responsibilities, including gift entry; writing and producing thank you letters
- Fundraising: this person will help manage sending out small fundraising appeals.
- Donor cultivation and stewardship. This person will enter contact reports into iMIS, manage donor stewardship processes, and manage donor acknowledgement on the web and written lists.

**SALARY:** negotiable from the high 40s; based on relevant experience. ALA has an excellent benefit package that includes medical, dental, generous paid vacation and retirement annuity.

### **FOR CONSIDERATION**

Apply online at <http://www.ala.org/aboutala/contactus/workatala> including cover letter and resume

(Additional documents are uploaded on the same screen as your resume)

### **OR**

Please send cover letter and resume to:  
American Library Association  
Human Resources Department  
Ref: devassocoperDevOffice  
Email: [mpullen@ala.org](mailto:mpullen@ala.org)  
fax: 312-280-5270

*The American Library Association is an equal opportunity employer: Minority/Female/Disability/Veteran.*

**Requirements** – Bachelor's degree or equivalent experience, minimum of 3 years relevant experience. Familiarity with fundraising or membership databases required (ALA uses iMIS); strong Excel skills; strong writing and communication skills; experience with Drupal a plus; detail oriented and a team player.