



**Position Title:** Development Assistant

**Supervisor:** Executive Director

**Supervises:** N/A

**Location:** 75% remote, 25% in-person

**Compensation:** \$45,000 pro rata (plus well-being stipend of \$2,400 per year and generous PTO)

## About Mathkind Global

Mathkind Global is a small, innovative, global nonprofit that believes education is the key to creating a more just and equitable world. We provide teachers with professional development in mathematics education that transforms the way students and teachers interact in the classroom. We also advance the global learning community by fostering collaboration.

We are in an exciting growth phase with partners committed to providing quality instruction despite facing systemic barriers. Our network includes some of the top mathematics educators in the field. We have big ideas and the expertise to back them up.

The diverse Mathkind team is made up of talented people who represent the communities we serve and believe in the potential of what we are building. We encourage everyone who is interested in this position to apply regardless of location, background, race, gender, faith, or sexual orientation. If you believe in Mathkind's values of possibility, integrity, and collaboration, are driven to be a part of dismantling inequitable systems, and are passionate about education as a tool for social change, then we encourage you to apply. You might just be the perfect fit.

For more information about us, please visit [mathkind.org](https://mathkind.org). To view our website in Spanish, click the window at the bottom right corner of the home page.

## Position Overview

At Mathkind, our Development Assistant plays a pivotal role alongside our Executive Director, supporting fundraising efforts and fostering donor relationships. You'll be instrumental in providing administrative and events support, crucial for achieving our fundraising objectives. This position is ideal for individuals with exceptional communication and organizational abilities, eager to embark on a career in fundraising. Additionally, it presents an excellent opportunity for current fundraising assistants seeking to expand and diversify their skill set. Working closely with a dedicated team in a collaborative environment, you'll have direct engagement with our

beneficiaries, witnessing firsthand the impact of your contributions. As a dynamic and close-knit organization, we offer ample room for rapid growth, diverse experiences, and skill development.

The work hours for this position are typically Monday to Friday, but events sometimes require availability during weekends, evenings, and public holidays. The position is 75% remote, with 25% in-person activities. We welcome candidates from diverse backgrounds.

## **Responsibilities**

As a small team, Mathkind staff work closely together and across departments to accomplish shared goals in a way that occasionally calls on us to contribute outside of our job description. *The following work streams are meant to serve as guides for prioritizing your energy and work time but are not all-inclusive.*

### ***Donor Management and Communications***

- oversee gift administration
  - following financial procedures, such as scanning and depositing of checks
  - timely preparation of donor acknowledgments, such as thank-you letters and receipts
  - updating the fundraising database and planning documents
- use DonorPerfect to generate reports and queries to analyze donor trends and preferences
- assist in drafting and editing fundraising materials, such as newsletters, emails, and social media posts
- help coordinate donor events, meetings, and visits

### ***Financial Record-Keeping***

- assist in income reporting related to development activities
- help with financial reconciliations and ensure compliance with financial regulations
- input donations into Donor Perfect

### ***Fundraising Campaign Support***

- assist in the planning and execution of fundraising campaigns and events
- coordinate logistics for fundraising activities, such as galas, auctions, and crowdfunding initiatives
- help manage online donation platforms

### ***Executive Assistant Tasks***

- provide general administrative support to the executive director, such as scheduling and attending meetings and events, maintaining calendars, and handling correspondence

- order and manage office supplies that would be stored at your home, as needed
- assist in maintaining organized digital files on the shared Mathkind Google Drive and physical files at your home
- assist with US programmatic activities

### ***Research and Analysis***

- conduct research on potential grants, donors, sponsors, and partners
- investigate and analyze data to identify fundraising opportunities

### ***Grant Support***

- maintain a grant submission calendar
- track deadlines

## **Qualifications and Requirements**

- a valid driver's license and access to reliable transportation
- a bachelor's degree or equivalent education, training, certifications, or experience, with preference given to a bachelor's degree in a related field (e.g., nonprofit management, communications, business)
- knowledge of standard business technology including Microsoft Office and Google applications
- exceptional time management and organizational skills
- ability to manage several tasks simultaneously and work within tight deadlines and schedule constraints
- excellent written and verbal communication skills in English
- additional language skills in Spanish are a bonus
- attention to detail and confidentiality when working with sensitive donor information
- ability to adapt to changing work requirements and priorities
- ability to work collaboratively in a multicultural, multinational team
- proactive problem-solving through independently identifying and addressing tasks, anticipating needs, and gathering information and resources without constant supervision
- strong planning, organization, coordination, management, and execution skills
- knowledge of fundraising principles and techniques
- experience creating content across various social media (e.g., Facebook, Instagram, X) and design platforms (e.g., Canva) is a plus

**To apply for this position, please send a cover letter and your resume to [careers@mathkind.org](mailto:careers@mathkind.org).**