Development and Program Assistant

About the Service Women’s Action Network (SWAN): SWAN’s mission is to connect support and advocate for service women; past, present and future. SWAN is a member-driven community network that amplifies the voices of military women, draws attention to their unique needs and advocates for solutions to meet their needs.

Position Description: The Development and Program Assistant will gain insight into corporate, individual, foundation and special event non-profit fundraising all done with a focus on raising necessary funds to fulfill mission activities. Strong candidates will have, or are completing, a degree in business administration, non-profit management or a related field.

Duties and Responsibilities:
- Research grant opportunities, prospective foundations and individual donors.
- Assist in the drafting of: proposals, reports, donor cultivation letters, thank you letters, and other donor communications.
- Planning and production of fundraising campaigns and special events
- Learn critical fundraising, marketing and administrative skills applicable in both the for-profit and nonprofit sectors, while contributing to meaningful social change
- Assist with maintenance of website and database systems

Qualifications:
- Exceptional organizational skills and ability to multi-task
- Ability to communicate efficiently within a small team environment
- Exceptional writing and editing skills
- Personal qualities such as sensitivity, flexibility, and a good sense of humor
- Computer proficiency, including MS Office Suite and Google Apps.
- Database management and/or mail merge platforms experience is a plus
- Familiarity with policy, legislation and military culture a plus
- Working towards, or have obtained a bachelor’s degree
- Veteran status is a plus

Compensation: A small monthly stipend is provided at the rate of $500 a month for part-time support (15 hours/week), or $1,000 a month for full-time support.

How to apply: Please send your resume and a cover letter to info@servicewomen.org with “Development and Program Assistant” in the subject line. Applications will be reviewed on a rolling basis.