

## Development Assistant - Part-time, Work from Home

**Work commitment:** An average of three (3) hours per week is anticipated with some weeks requiring more time.

**Compensation:** \$4000 per year, contract position, no benefits. If in the USA, an IRS form 1099 will be provided for tax purposes. The compensation is open to negotiation when the results and hours required exceed expectations.

**Location:** Work from home.

**Supervisor:** The executive director of the Esperantic Studies Foundation.

**Support Team:** The executive director and ESF board members when needed.

**About the organization:** The Esperantic Studies Foundation ([www.esperantic.org](http://www.esperantic.org)) is a very small non-profit that has been operating for more than 50 years. Our donor base is small with approximately 50 donors, primarily consisting of Esperanto speakers in North America. Donations are used to fund grants to scholars studying world language issues, educational activities, and the conservation of Esperanto materials for research.

### Duties:

1. Manage the database of donors by:
  - a. Organizing thank-you notes to donors. (Handwritten to large donors. An email to acknowledge a donation sent via Salesforce.org CRM to all donors.)
  - b. Sending information to update donors on interesting grants and activities.
  - c. Organizing board members to call key donors including providing background information and a script for the call.
2. Increase the number of donors and total donations.
3. Build relationships with large donors and potential large donors.
4. Plan and execute fundraising campaigns.
5. Expand the use of social media for donations, focusing on LinkedIn and including Facebook, Twitter, and possibly other social media outlets.
6. Keep and report statistics about donations.
7. Assist in writing grant applications.

### Required Attributes and Skills:

1. Adequate English language verbal and written skills.
2. A willingness to learn about fundraising and the personal interaction it requires.
3. Has social media skills (LinkedIn, Facebook, Twitter, and maybe other outlets).
4. Enjoys planning, writing text for, and executing fundraising campaigns.
5. Comfortable creating fundraising materials (brochures, posters, graphics, photos, images, etc.).
6. Able to recruit and motivate volunteers to help with fundraising activities.
7. Can plan and execute fundraising events.

### Desirable Skills:

1. Knowledge of how to use Salesforce.org or a similar database for donor management.
2. Able to read and write Esperanto at a basic level. Fluency in Esperanto a definite plus.

**Diversity & Equity:** The Esperantic Studies Foundation and its community highly value diversity and equity. As such we strongly encourage applications from qualified candidates from any religious, ethnic, linguistic, or cultural background, and of any gender identity or sexual orientation.

Please email expressions of interest with qualifications to [admin@esperantic.org](mailto:admin@esperantic.org).