

**POSITION DESCRIPTION  
DEVELOPMENT SPECIALIST**

**FLSA Status:** Full-time, Exempt  
**Department:** Development  
**Location:** New York, New York  
**Position Reports to:** Development Operations Manager

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**Position Summary:**

HIAS seeks a Development Specialist to provide development operations support to the Development Department. Reporting to the Development Operations Manager, s/he uses HIAS' information management systems, including Raiser's Edge and Luminate, to drive forward both HIAS' fundraising activities and its engagement activities generated through the HIAS website.

S/he possesses excellent data management skills and assists in fostering and maintaining HIAS' relationships with individual donors, foundations, corporations, and other stake holders.

**Essential Functions:**

- Enters and maintains donor data in Raiser's Edge.
- Processes contributions to the organization from individuals, foundations, corporations, and Federations.
- Supports the acknowledgment process, including preparation and review of thank-you letters to donors, ensuring that well written, accurate, and timely acknowledgments are produced for every donation.
- Provides support to the Development team communicating with and tracking donors for all areas of fundraising and planned giving.
- Maintains files and records.
- Performs other duties as assigned.

**Qualifications and Requirements:**

- Undergraduate degree in a related field with at least 1-3 years of experience in a nonprofit fundraising/development environment.
- Experience with fundraising data management systems required, particularly Raiser's Edge.
- Experience in gift and acknowledgment processing.
- Must be detail-oriented and highly organized, with the ability to perform multiple tasks quickly and accurately.
- Advanced skills in Microsoft Office (especially Word and Excel).
- Excellent writing, proofreading, and editing skills.
- Ability to navigate and collaborate with a diverse workforce across all levels of the organization.

**About Us:**

HIAS is a global Jewish nonprofit organization across five continents to ensure that refugees and displaced persons are protected. Throughout the United States, we help refugees reunite with families,



Welcome the stranger.  
Protect the refugee.

resettle and become self-sufficient. Guided by our values and history, we help refugees rebuild their lives in safety and security and advocate to ensure that all displaced people are treated with dignity.

**Application Instructions:**

Please submit your resume and cover letter to our website, <http://www.hias.org/career-and-internship-opportunities>

***HIAS IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH ALL FEDERAL, STATE AND LOCAL EMPLOYMENT LAWS.***