



Fundraising and Operations Assistant

Kids Forward's *Fundraising and Operations Assistant* is a temporary and part-time (16-20 hours/week) support-level position. This role is a remote position with occasional time in the office. Success in this role requires excellent organizational skills and attention to detail, high integrity and confidentiality handling sensitive donor and organizational information, computer proficiency, and strong listening, written and verbal communications abilities.

The *Fundraising and Operations Assistant* collaborates with the Strategic Growth Director and Operations Director to support an antiracist operations and infrastructure for Kids Forward.

We strongly encourage people of color, women, LGBTQIA+, and people with disabilities regardless of location to apply. To apply, email a resume and cover letter to jobs@kidsforward.org with the subject heading "Fundraising and Operations Assistant". Candidate review will begin on August 1, 2022. Interviews will begin the week of August 22, 2022. The position will remain open until we have an accepted offer.

Research shows that some candidates will only apply for a position if they meet 100 percent of the qualifications. Kids Forward looks for talent and passion. We hire team members from a variety of backgrounds and experiences. Below are some competencies that will help an individual succeed in this role. *We do not expect candidates to be able to demonstrate all these qualifications.* Please apply if this position holds interest for you, even if you do not hold all the qualifications:

- Sincere passion for the mission and values of Kids Forward.
- An interest in Kids Forward's development as an antiracist policy center with broad racial, ethnic, and economic justice capability.
- Commitment to inclusive outreach and community engagement for diverse and effective coalitions, alliances, and community-based relationships.
- Ability to perform effectively in a remote hybrid, adaptive, engaged, collaborative work environment.

About Kids Forward

Kids Forward is a statewide child and family research, communications, engagement, and policy advocacy organization with a vision for a Wisconsin where every child thrives, notably children of color and those furthest from opportunity. As Kids Forward enters the next stage in its 140-year history it commits to being a multicultural, equitable, inclusive and antiracist policy center.

Kids Forward makes a difference by pursuing an aggressive agenda with the lived experience of marginalized Wisconsinites and justice at its core. Our work advances

equitable policy solutions and systemic change. Kids Forward utilizes a multi-pronged approach of engagement, data-driven analysis, communication, and policy advocacy to effect change. The *Fundraising and Operations Assistant* contributes to Kids Forward policy advocacy by supporting the operational and fundraising work of Kids Forward.

Kids Forward's organizational culture is shaped by:

- **Compassion:** We seek to understand the life situations of every child and family, and act out of a deep concern for those further from opportunity.
- **Equity:** We aspire to build a Wisconsin where every kid, every family, and every community can participate, prosper, and reach their full potential—notably for children and families of color and those furthest from opportunity.
- **Inquiry:** We use sound data, listen to diverse voices, respect the expertise that reside within each community, and share what we learn.
- **Accountability:** We live our values internally, as we stand up for every kid and family.

The Position:

The *Fundraising and Operations Assistant* will work to maintain competencies of antiracist policy advocacy at the support-level. The role will also uphold Kids Forward values and expectations set forth in the personnel/policy manual. The list of contributions below provides some overall responsibilities for the position. Reflective of our commitment to inclusion and equity, the Strategic Growth Director, Operations Director, and *Fundraising and Operations* will re-assess the responsibilities of this role on a semi-regular basis.

Fundraising (60%)

- Optimize team use of the Donor Database to facilitate excellent communication and donor stewardship and manage fundraising-related data quality and control.
- Research grant and foundation funding opportunities targeting systemic racism and alleviating racial disparity, as well as economic inequity to fund the work and systems change initiatives of Kids Forward.
- Develop and manage grants calendar.
- Assist in preparation of proposals and grant reports.
- Edit and proofread proposal templates.
- Support donor communications through mail, online, website, social media.

Operations (40%)

Assist in organization of cloud based shared drive to promote internal useability.

- Research and compile vendor list with a focus on underrepresented/small business owners of color.
- Provide general support including meeting scheduling, drafting correspondence and filing..
- Act as 2nd point of contact for maintenance requests, mailing, shipping, supplies, equipment, vendors, service providers, and billing.

Qualifications:

- Strong organizational skills with strong attention to detail.
- Experience handling confidential and sensitive information with discretion and care.
- Excellent data management skills with a commitment to accuracy.

- Excellent reading, research, and editing skills with strong attention to detail.
- Demonstrate ability to manage documents in real-time, incorporate data and feedback from multiple sources.
- Ability to manage multiple priorities.
- Interest in racial equity, fundraising, donor relations, and stakeholder management.
- Interest in expanding analysis and knowledge about the role that racial inequity plays in society, and demonstrated commitment to reducing gender, racial, and other inequities.
- Two years of relevant experience..

Additional Qualifications:

- Prior experience with fundraising or grantmaking programs.
- Prior experience coordinating donor communications.
- Salsa or other CRM experience.
- Experience working with people from diverse racial, ethnic, and socioeconomic backgrounds.

Compensation:

Compensation for this position includes hourly pay between \$23-27/hour based on experience. This position will work 16-20 hours per week and is temporary, expecting to last between 9-12 months from start.

To Apply:

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Kids Forward is dedicated to the goal of building a culturally diverse, inclusive, and equitable work environment along with our own professional and personal capacity to advocate on behalf of people of color. Kids Forward is a remote first employer designed to support the success of colleagues residing outside of Madison, Wisconsin.

Kids Forward is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, gender, marital status, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law. Kids Forward participates in E-verify and will provide the federal government with Form 1-9 information from each new employee to confirm work authorization.