



SHADHIKA

When she leads, change follows

Shadhika’s mission is / Shadhika exists to inspire a culture shift in India by ensuring every young woman is empowered to realize her full potential. Investing from adolescence to adulthood, we partner with local women-led organizations to ensure these young women can make their own decisions, succeed in school, contribute to the economy, and transform their communities. One young woman at a time, our bottom-up approach is creating a generation of young women leaders, each of whom lifts up a generation beside and behind her. Their success creates a groundswell of change that starts in India and ripples around the world. Visit shadhika.org to learn more.

Title:	PTE Development Associate
Position Summary	The Development Associate is responsible for all administrative aspects of development activities. The Development Associate reports to the Director of Operations and works collaboratively with the Development Officer to implement Shadhika’s donor engagement and fundraising strategies. The Development Associate will be responsible for ensuring Shadhika meets its fundraising goals by providing administrative and logistical support in all fundraising activities, including donor database maintenance, donor relations, direct mail appeals, and special events.
Job Description	<ul style="list-style-type: none">● Fund Development<ul style="list-style-type: none">○ Process donations and prepare acknowledgment letters, tax documentation, and other correspondence, including Bonjoro videos and other stewardship tactics.○ Create monthly revenue reports and maintain dashboards.○ Manages donor database in Salesforce, including weekly data entry of donations and regular data cleaning.○ Work closely with the Development Officer to reconcile revenues with the accounting team monthly and quarterly.



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	<ul style="list-style-type: none">● Events<ul style="list-style-type: none">○ Generate and maintain guest lists to facilitate the promotion of all Shadhika fundraising events.○ Prepare registration materials and other logistical duties as assigned for fundraising events.● Communications<ul style="list-style-type: none">○ Prepares collateral and communications materials for distribution of campaign materials.○ Assemble media, donor, and board kits for fundraising virtual and in-person events.● Office Management<ul style="list-style-type: none">○ Check mail and ensure appropriate forwarding and processing, including depositing donation checks.○ Ensures sufficient inventory of development collaterals.● Other duties as assigned by the Director of Operations.
Qualifications	<p>Shadhika is looking for a team player who can thrive while carrying out independent work in a small international NGO environment. You are a self-starter who is data and deadline driven. You will employ strong work ethics and attention to detail to manage multiple priorities with solid organizational and time-management skills.</p> <p>You will actively participate in team meetings with staff in the US and in India with curiosity. You will approach problem-solving with grit and energy without sacrificing quality.</p> <p>You will be enthusiastic about improving our fundraising and revenue processes such as how we use our donor database to inform our stewardship strategies and tactical decisions.</p> <p>You will devise and execute donor stewardship and communications activities to cultivate meaningful relationships</p>



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	<p>with current and potential donors while upholding community-centric fundraising principles.</p> <p>Familiarity with Salesforce and virtual revenue-generating platforms (including Benevity, Global Giving, social media, etc.) is preferred.</p> <p>You will support and affirm our feminist and human rights approach, aligning your contributions, decisions, and behavior accordingly. You will have a burning passion to raise money to achieve gender equality in India.</p>
Overview	<ul style="list-style-type: none">• Location: Local position in the Denver, CO area• Hours Per Week: 24 hours• Compensation: Up to \$25,200 annually
Benefits	<ul style="list-style-type: none">• Ongoing professional development and collaboration with individuals working in international development• Working directly with Shadhika's Executive Director• 72 hours off annually, plus 12 holidays, mental health days, and one week off at year-end.• Professional development funds and opportunities.• Health and dental coverage and retirement match.• Potential international travel.
How to apply	<ul style="list-style-type: none">• Please send a cover letter, resume, and 3 professional references to hr@shadhika.org.• Please also include a statement on what <i>Trust-Based Philanthropy</i> means to you and how it would fit into your role as Development Associate.