



Operations and Fundraising Assistant

Location: Washington, D.C. headquarters required

Classification: Full-time, Exempt

Supervises: Interns and consultants as assigned

FLSA Status: Exempt

Department: Development

Salary range: \$55,000 - \$70,000

The Operations and Fundraising Assistant will provide administrative and organizational support: managing donor databases, helping to create materials for internal and external constituencies and supporting meetings and events. Key duties include processing donations, preparing acknowledgement letters, updating donor records, producing reports, research, and assisting with event planning and execution.

This role will report to the Senior Advisor. This position is set to start on January 1, 2026.

Key Responsibilities:

Donor relations and administration:

- Handles all non-web donation relations by recording and processing checks, credit cards, etc.
- Generates, prints, and sends timely acknowledgement letters to donors.
- Maintains thorough and accurate donor records in databases, including donor preferences, contact information, relationships, etc. Regularly de-dupes to keep data clean.

Event and meeting coordination:

- Assists with the planning, promotion, and execution of meetings and events, (board and fundraising), which can include managing contact lists, engaging donors, board members and other individuals.
- Coordinates logistics like venues, catering, travel, etc.

- Assists with on-site activities such as day-of coordination, managing schedules, and problem solving.

Communications and materials:

- Helps draft and distribute promotional and fundraising materials, such as appeal letters, newsletters, and online content.

Research and reporting:

- Conducts research on donor prospects, gathering relevant data for development meetings.
- Tracks key performance indicators and helps prepare reports on fundraising activities and campaign results.

Administrative support:

- Provides general administrative support to the team, including scheduling meetings, managing calendars, preparing meeting minutes, maintaining shared drives among other duties as assigned.
- Ensures office hospitality by conducting inventory, ordering supplies, and acting as the front line point of contact for visitors to the D.C. office.

Qualifications:

- Strong organizational and time management skills.
- Proficiency with EveryAction and project management tools such as Trello, Click-Up, etc.
- Excellent written and verbal communication skills
- Excellent interpersonal skills.
- Attention to detail and ability to manage multiple projects with competing deadlines at once.
- Eager to embrace new technologies and methodologies.
- A bachelor's degree in a related field is often preferred but equivalent experience can be sufficient.

Salary & Benefits:

Salary range is \$55,000 - \$70,000 annually, commensurate with experience. Interfaith

Alliance also offers competitive benefits, including health insurance and paid vacation leave.

To Apply:

To apply, email jobs@interfaithalliance.org with your resume and cover letter. Please use “Operations and Fundraising Assistant” in the subject line.

About Interfaith Alliance:

Interfaith Alliance is a network of people of diverse faiths and beliefs from across the country working together to build a resilient democracy and fulfill America’s promise of religious freedom and civil rights not just for some, but for all.

We mobilize powerful coalitions to challenge Christian nationalism and religious extremism, while fostering a better understanding of the healthy boundaries between religion and government. We advocate at all levels of government for an equitable and just America where the freedoms of belief and religious practice are protected, and where all persons are treated with dignity and have the opportunity to thrive.

Interfaith Alliance is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law. Women, people of color, including bilingual and bicultural individuals, LGBTQ persons, and people with disabilities are encouraged to apply.