



Service. Healing. Transformation.

Development Associate

About the Organization

One World Surgery (OWS) is a nonprofit organization with the vision of a world committed to safe, timely and accessible surgical and primary care. Our mission is to ignite the spirit of service and transform lives by providing access to high-quality surgical and primary care globally. OWS funds and operates the world-class Holy Family Surgery Center in Honduras and construction for a second site in the Dominican Republic is currently underway. Our nonprofit is dedicated to helping thousands of underserved patients receive surgical and primary care and helping hundreds of physicians, nurses and others contribute to making a positive impact in global health.

One World Surgery has a strong mission-oriented and values-based culture with passionate and highly-engaged teammates across the Dominican Republic, Honduras, and the United States. We embody the spirit of service and seek to learn and continuously improve in order to expand our impact on patients, volunteers, and communities. We foster supportive working environments where teammates can utilize their skills and grow professionally. We regularly connect as a global team to celebrate personal and organizational milestones.

Position Summary

The Development Associate is an organized, passionate, high-energy member of the Development team who will provide day-to-day administrative support to the Development team to ensure the ongoing caliber of One World Surgery's work and stewardship with partners and donors. This will include supporting the work of leadership through a variety of duties including creating presentation materials, donor communications, and assisting with event logistics and preparation. This is an excellent opportunity for someone who is interested in fundraising, donor relations and nonprofit communications. Upon proven success in the role, this position also has the potential for growth as we continue to build out our fundraising and events team.

The Development Associate reports to the Director of Development and works closely with our Development team.

Essential Functions

Donor Communications Support

- Provide support to development leadership in areas of donor relations, development operations, and communications.
- Coordinate OWS donor stewardship communications including sending timely acknowledgements and responding to donor inquiries and requests.
- Maintain accurate and timely donor records in donor database, including acknowledgement templates and other appropriate gift documentation.
- Pull donor reports from database, including weekly gift reports and mailing lists.
- Create, design, and edit initial drafts and correspondence, such as letters, presentations for donors and webinars, proposals, etc.
- Coordinate and send timely communications materials for volunteers, such as medical mission "Welcome home" postcards.

- Manage general info email account and respond timely to inquiries.

Event Administrative Support

- Work with Events Manager to develop and manage event communications strategy and ensure consistent messaging in all event communications and programs.
- Facilitate design and content development for event collateral including general mailings, invitations, signage, social media and program decks.
- Manage event mailing lists and ensures accurate gift acknowledgement process.
- Oversee vendor contracts and work within event budget.
- Create and execute silent and live auctions.
- Coordinate event program details with support of CEO and Development Team, including arranging and preparing event speakers.

Qualifications

- Bachelor's degree
- 1 – 3 years of experience in a nonprofit or similar environment preferred
- Interest in nonprofit sector and passion for service and global health
- Meticulous attention to detail and excellent organizational skills
- Exceptional time-management skills with the ability to consistently meet deadlines
- Track record of quickly learning new technologies
- Experience with Microsoft Office, especially Excel
- Excellent writing and communication skills
- Respectful of the sensitive and confidential nature of donor-related information
- Contributes both individually and collaboratively in a time-sensitive environment
- Ability to thrive in an evolving, fast-paced environment
- Direct experience working with donor database preferred
- Preferred proficiency in Little Green Light, Constant Contact, InDesign or other similar platforms

Status: Full time. Exempt from the provisions of wage and salary regulations. Salary range: \$47,000-\$55,000 with comprehensive benefits package. Hybrid position based in the Chicagoland area (2 days/week in office at Deerfield, IL location).

One World Surgery offers a competitive benefits package including group medical, dental, and vision plans; 401k with enhanced 4% employer match; life and accidental death and dismemberment insurance; Employee Assistance Program; 8 paid holidays; and 12 days Paid Time Off with additional PTO after 2 years of service.

One World Surgery is an Equal Opportunity Employer and provides equal employment opportunities to all candidates without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected characteristics. One World Surgery is committed to providing reasonable accommodations, as required by law.

One World Surgery requires all employees to be fully-vaccinated against COVID-19 or have a valid religious or medical reason not to be vaccinated.

To Apply: Please complete the form and submit your resume and cover letter [here](#).