



Development Operations Assistant Manager Position

Start Date: July 2022

Education: Bachelors and above

Location: Chicagoland – Woodlawn/Evanston

Type: Full-Time

Language: English

Salary/Wage: Commensurate with experience

Overview:

MetroSquash was founded in 2005 as an out-of-school time program for Chicago Public School students. The first MetroSquash class consisted of 10 students in fifth grade, and utilized squash courts and classroom space at the University of Chicago. Each year, a grade level was added to realize a pathway of service from 5th grade through post-secondary completion. In 2015, the organization successfully raised over \$8M to construct a permanent home - the 8-court Hussain MetroSquash Center in Woodlawn. MetroSquash now has 20 full-time staff serving over 400 students and their families each year. In 2018, MetroSquash opened its first satellite location in Evanston to serve students just north of Chicago. MetroSquash Evanston currently serves 50+ 6th-9th graders and utilizes academic and court space at the McGaw YMCA. The program will build a second eight-court facility in Evanston and is exploring plans to expand to the West Side of Chicago.

Description:

The Development Operations Assistant Manager will be directly responsible for the overall operations of the development office. This includes, Salesforce database management, prospect research, financial reporting as well as event and administrative support. This position will also have a small donor portfolio.

The desired candidate will provide the expertise to advance MetroSquash's interests by effectively managing our Salesforce database. In this role, the Development Operations Assistant Manager will ensure accurate accounting and efficiently support the development team to move donors through the moves management cycle. This position collaborates with other MetroSquash staff on reporting outcomes and funding priorities. We are looking for someone who is a self-starter, ambitious, goal-oriented and creative, with the ability to work both independently and collaboratively.

Key Responsibilities:

- Works closely with the Director of Development in creating and implementing development operations procedures, policies, and strategies.
- Responsible for all MetroSquash data administration in Salesforce ensuring integrity of data and records.
- Oversee the MetroSquash gift acknowledgement processes with direct support from the Senior Development Coordinator.
- Works closely with Finance Department on deposits, record keeping and account reconciliation.



- Participates with other staff to adopt a “team” approach towards daily operations at assigned center.
- Assumes additional administrative responsibilities as requested to support the department and the organization.

Required knowledge, skills & abilities:

- A bachelor’s degree and 3-5 years of progressively responsible fundraising and/or business development experience.
- Deep knowledge of and experience with Salesforce including best practices related to campaigns, reports, and engagement plans.
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques.
- Self-motivation and discipline to regularly set and achieve work goals.
- Excellent organizational, interpersonal, and networking skills.
- Ability to maintain a high level of poise and professionalism in all circumstances.
- Demonstrated ability to take primary responsibility for diverse number of projects and to complete them in a timely manner.
- Demonstrated record of success in creating operational efficiencies.
- Ability to work collaboratively in a team setting.

Vacation & Benefits:

15 vacation days and five sick days the first year, 20 vacation days and five sick days in the second year, and 25 vacation days and five sick days each subsequent year. A generous benefits plan includes health & dental coverage, Simple IRA matching etc.

Other: Must be eligible to work in the United States.

How to Apply: Email resume and cover letter to careers@metrosquash.org. No calls please.