



Hunger is about more than food.
It's about people.

Burkina Faso, 2023 © The Hunger Project



783 million people
are chronically
undernourished



Women and girls account
for 60% of people living in
hunger worldwide



99% of people living in
hunger are in low- and
middle-income countries

Associate, Fundraising Administration



DRiWaterstone HC
3033 Wilson Blvd., Suite E-537, Arlington, VA 22201
703-294-6684
www.DRiWaterstoneHC.com

About The Hunger Project

Ending hunger starts with people.

The Hunger Project is a global, non-profit, strategic organization committed to creating a world without hunger. Over the last 40 years, The Hunger Project has worked to change the world's view on hunger.

Their mission is to facilitate individual and collective action to transform the systems of inequity that create hunger and cause it to persist.

The Hunger Project believes that people living in hunger are the principal leaders of their own change. Fundamental to the organization's values is the inherent belief that all people are extraordinary – they are creative, visionary, and entrepreneurial.

The Hunger Project's programs are based on an innovative, holistic approach, which supports people living in rural communities to become agents of their own development, address root causes, and make sustainable progress in hunger and poverty reduction.

While adapted to meet local challenges and opportunities wherever The Hunger Project works, all programs have at their foundation three essential pillars:

1. Empowering women as key change agents.
2. Mobilizing entire communities into self-reliant action.
3. Fostering effective partnerships to engage local government.

Learn more at <https://thp.org/>



About The Hunger Project

Vision

A world without hunger.

Mission

To facilitate individual and collective action to transform the systems of inequity that create hunger and cause it to persist.

Reach

The Hunger Project is a global movement of individuals and organizations in 22 countries around the world. Across Africa, South Asia, and Latin America, The Hunger Project works in 9,500 rural communities, reaching 12.5 million people.

Principles

These ten principles are fundamental to The Hunger Project:

1. Human dignity
2. Gender equality
3. Empowerment
4. Leverage
5. Interconnectedness
6. Sustainability
7. Social transformation
8. Holistic approach
9. Decentralization
10. Transformative leadership

736 million people, almost 1 in 10 people in the world, live under \$1.90 a day, and over half of people living in extreme poverty (413 million people) live in Sub-Saharan Africa.



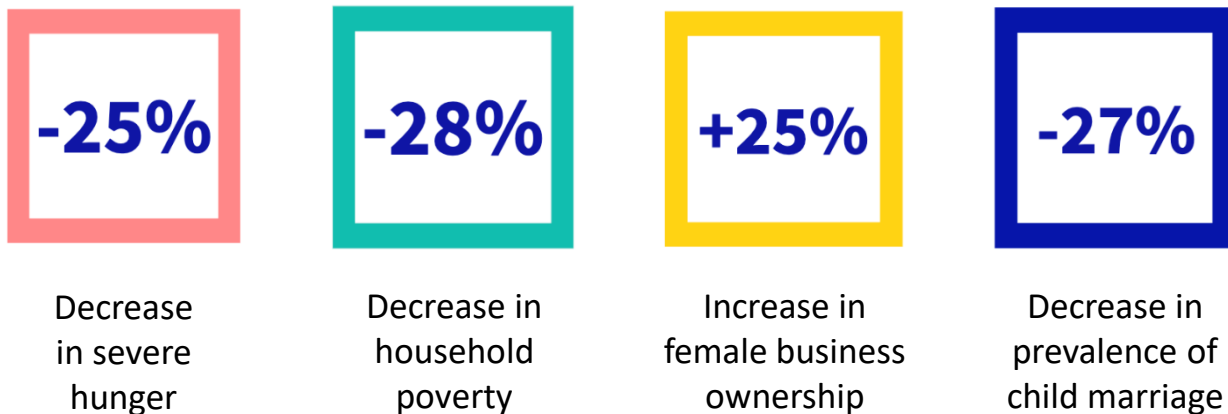
About The Hunger Project

Impact

The Hunger Project has a global reach in rural communities across Africa, South Asia and Latin America. More than 3.1 billion people in the world – or 42 percent of the population – were unable to afford a healthy diet in 2021.



The Hunger Project tracks its work over the years to observe changes in key impact areas within communities, allowing them to understand both areas of success and needed growth in their programs.



The Opportunity

The Hunger Project is a growing organization with high ambitions to continue to expand its impact around the world, which will require equally ambitious advances in the administrative systems supporting the fundraising operations. The **Associate, Fundraising Administration** will take the lead in creating and implementing systems and processes in support of fundraising and will maintain standards in data management and reporting. This newly created position thus presents an opportunity for this person to use their creativity, ideas, and experience to build new and improved systems and procedures. The CEO, Board of Directors, and Executive team all view fundraising as a priority and are actively engaged and supportive of fundraising efforts. The Hunger Project prides itself in its organizational culture of kindness coupled with passion and drive.

If you are passionate about changing the world for the better, believe in the power of communities, thrive in a strong and diverse team environment, and understand the importance of strong systems and processes in fulfilling the mission and achieving fundraising goals, then the Associate, Fundraising Administration position is for you.

The successful Associate, Fundraising Administration will be process-oriented, highly organized, able to prioritize among competing requests and needs, and responsive to and communicative with internal teams. The successful candidate will be a creative problem solver and work to continuously improve the administrative backbone of the fundraising operation to serve the reporting and information needs of investors (The Hunger Project refers to donors as investors) and the management data requirements of the fundraising team.

Reporting to the Associate Director, Development Operations, the Associate, Fundraising Administration will maintain Salesforce as the fundraising database of record, pulling reports, managing data entry and quality, and updating monthly dashboards. They will collaborate closely with the fundraising team and senior leadership to determine data and reporting needs and to identify feasible methods for meeting those needs.

Responsibilities:

- Serve as the lead on managing and maintaining high-quality financial and fundraising data and information.
- Collaborate with senior leadership and the fundraising team on data requirements and use.
- Track fundraising revenue, and prepare reports and dashboards for the fundraising team, management, and investors.
- Ensure the quality of data and data entry in Salesforce and other information management tools.
- Manage integrations between Salesforce and other data platforms.
- Maintain and update processes and procedures related to database management, revenue reporting, projection and pledge tracking, and other financial and fundraising-related information.
- Identify systems and process-related issues as they arise and generate solutions.

The Candidate

The ideal candidate:

- **Wants to change the world** – this person has a passion for making a difference, specifically around issues of poverty, hunger, and international development. This person channels that passion with a strong sense of optimism that even big change is possible.
- **Excels at and enjoys building and maintaining strong systems and processes** – this person knows the importance of a strong administrative foundation for successful fundraising and has experience building and maintaining systems and processes that work for internal teams and funders.
- Has **experience supporting a high-performing and comprehensive fundraising team**.
- **Is highly organized** – defined as being able to manage multiple tasks and requests at once and set clear priorities.
- **Has knowledge of Salesforce and Excel** – has experience working with Salesforce as a donor relationship management system and database and knows how to pull and format reports and dashboards and tweak the database interface. Works efficiently with Excel spreadsheets and data management.
- **Is curious and creative** – listens to understand the needs of stakeholders (internal and external) and collaborates to find new or more efficient ways of meeting those needs.
- **Values highly the importance of organizational culture** and demonstrates the organizational values in their day-to-day work.

Competencies:

- Exceptional organizational skills and judgment are necessary to manage competing priorities.
- Expertise in Salesforce, Excel, and other information management systems.
- Proven ability to define and implement effective processes and information management policies.
- Exemplary communication skills, both written and verbal.
- Excellent team member with an attitude of inclusion, an understanding of the value of teamwork, and a drive for success.

Education:

- Bachelor's degree required or equivalent professional work, or equivalent military experience.

Experience:

- 2-5 years of experience with a successful track record in systems and process management ideally in a fundraising capacity.

The Hunger Project.

Applications can be submitted at:

<https://driwaterstonehc.com/position/Associate-Fundraising-Administration-the-hunger-project/>

Salary: \$43,000-\$63,000

Location: Remote – Preference for New York City, NY

DRiWaterstone is managing the search on behalf of The Hunger Project. All first-round interviews for this position will take place via video conference with DRiWaterstone.

Equal Opportunity Employer:

The Hunger Project is proud to be an equal opportunity employer and encourages people of all backgrounds and identities to apply. All applicants will be considered without attention to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identify or expression, familial status, family responsibilities, political affiliation, genetic information, disability, or any other quality or circumstance protected by federal or DC law.

About DRiWaterstone

DRiWaterstone is a women-founded and led executive search firm recognized by Forbes magazine as one of the leading executive recruiting firms in the U.S. with a focus on mission and purpose-driven organizations. They provide executive search and strategic consulting services to help regional, national, and international clients grow, thrive, and excel.