

## Part-Time Development Associate

### Job Description

Cova is a social enterprise building a healthier Central America through community-centered safe water solutions. Through Cova's proven Circuit Rider model, our team provides post-construction support to rural communities to deliver long-term sustainable improvement to water systems across El Salvador, Honduras, and Nicaragua. Cova's work currently provides safe drinking water solutions to 1.5 million people across 2,500 rural communities.

Cova seeks a highly organized and detail-oriented **Part-Time Development Associate** (10-20 hours/week) to support fundraising efforts, donor stewardship, and database management. This role will assist in executing fundraising events, managing donor outreach, and ensuring timely donor acknowledgments. The Development Associate will also play a key role in maintaining Cova's donor database (Salesforce), processing donations, reconciling financial records, and supporting virtual office administration. **This position is fully remote but must be based in the Minneapolis/St. Paul area.**

We are looking for an eager, motivated, and proactive individual with exceptional communication and organizational skills. The ideal candidate is tech-savvy, experienced in donor database management, and comfortable handling multiple tasks while maintaining accuracy. They will collaborate closely with the Development Director and CEO, supporting donor relations, data tracking, and administrative functions. Most importantly, they are committed to the organization's mission and committed to improving access to safe drinking water across Central America. [CovaAgua.org](http://CovaAgua.org)

### Key Responsibilities

#### Development Support (40%)

- Support the Development Director in the execution of fundraising events, including managing registration and attendance, materials, room/virtual room set-up and other duties as requested.
- Check PO Box for mail and donations, and follow organizational policies and processes for opening and depositing checks.
- Assist with donor outreach as directed by the Development Director, such as phone calls, emails, and mail to donors to engage donors and update them on Cova's work.
- Manage the donor acknowledgement process by producing timely acknowledgement letters and assigning additional outreach to the Executive Director and Development Director.

#### Database and Records Support (40%)

- Manage the donor database, Salesforce, by ensuring high quality data entry and management and following best practices and processes. This includes entering gifts and new constituents, duplicate record management, credit card updates, adding bulk actions, making global changes, and other data clean-up as needed.
- Prepare and assist in running reports, queries, and lists for development and communications purposes as directed by the Development Director; as well as for financial purposes as directed by the CEO.
- Oversee quarterly reconciliation between Salesforce and our financial systems by pulling the right reports/queries/lists that are necessary for reconciliation review and sharing with the appropriate individuals to approve.
- Manage third party donation platforms.

## Remote Office Administration (20%)

- Independently manage all virtual office functions in the US, including supply procurement and IT systems management.
- Serve as the point person for orientation, coordinating the onboarding for volunteers, travelers, and staff.
- Handle job postings for interns and employees, and assist in recruitment efforts by shortlisting applicants and/or participating in interviews as needed.
- Receive and process mail from PO Box in Saint Paul on weekly basis.
- Take meeting minutes upon request.
- Obtain notary certification to assist with Central American legal documents. Cova will cover all the associated costs.
- Support the CEO and team in administrative tasks as directed.

Other duties as assigned.

## Desired Skill and Abilities:

- Associate's Degree or higher
- 1-2 years of experience in a non-profit environment
- Experience managing and working in a donor database (such as Salesforce)
- Experience handling and processing donations and maintaining donor privacy
- Exceptional attention to detail
- Proficiency with Microsoft Office
- Spanish skills highly preferred but not required.

## Compensation & Benefits

- The salary range for this position is \$21-\$26/hour
- Flexible work environment
- Competitive benefits

**Location:** The position is fully remote but must be based in the Minneapolis/St. Paul area.

**To Apply:** To apply, please email your resume, a cover letter, explaining your relevant experience and why you would like to join the Cova team to [Careers@CovaAgua.org](mailto:Careers@CovaAgua.org). Please put "Development Associate" in the subject line and submit your materials by April 28, 2025. Applications will be reviewed on a rolling basis with the anticipated start date in June, 2025.