Development and Communications Associate

Part-Time, Hybrid (10–15 hours/week)

Cova is a nonprofit social enterprise building a healthier Central America through community-centered, safe water solutions. Through Cova's innovative market-based Circuit Rider Model, rural communities in Central America have access to safe drinking water, creating economic opportunities for individuals, allowing children to stay in school, parents to continue working, and communities to thrive. Cova's comprehensive model provides safe drinking water to over 2 million people across Honduras, Nicaragua, and El Salvador.

Position Description

The Development and Communications Associate (10–15 hours/week) will support Cova's fundraising, donor stewardship, and data management efforts, along with social media and administrative support for the CEO and leadership team. This role will assist with donor outreach and acknowledgment, maintain accurate donor records in Salesforce, manage Cova's social media presence, and provide day-to-day administrative support. **Bilingual English/Spanish highly preferred.**

Donation Processing & Reporting

- Check PO Box for mail and donations; follow established procedures for opening, documenting, and depositing checks.
- Maintain accurate donor and gift records in Salesforce, including data entry, duplicate resolution, and general data hygiene.
- Prepare and run reports, donor lists, and queries for development and communications needs as requested by the COO and CEO.
- Support reconciliation between Salesforce and financial systems by generating necessary reports and assisting with review.
- Monitor third-party donation platforms to ensure data accuracy and consistency.

Social Media Management

- Create posts, stories, reels, and captions for Instagram.
- Draft and publish posts and captions for Facebook.
- Manage content calendar and track and report on social media performance.
- Project manage content development across the broader Cova team for LinkedIn.
- Utilize Cova's image library and brand assets for content development.

Donor Portfolio Management

- Track donor touchpoints and outreach activity; ensure timely follow-up by assigned relationship owners.
- Manage donor acknowledgment processes, including clearing backlog and generating timely thank-you letters and messages.
- Assist with donor mailings and other individualized cultivation and stewardship tasks.

Donor Research

- Conduct prospect research to identify potential individual, foundation, and institutional donors aligned with Cova's mission and funding priorities as directed by the Partnerships Director.
- Review conference attendee lists and related materials to identify high-value prospects and networking opportunities for engagement.
- Explore and assess potential corporate fundraising and partnership opportunities, including matching programs, sponsorships, and CSR initiatives.

Administrative Support

- Maintain and update due diligence documents

- Translate and adapt routine organizational documents between English and Spanish
- Organize Monday.com and provide assistance to staff in utilizing the platform.
- Provide support on Microsoft365 suite and access.
- Coordinate administrative requests with country teams, including document collection, information requests, deadlines, and approvals.
- Curate Global Resource Library ensuring linkages across Sharepoint Sites
- Assist in compiling legal and registration paperwork.
- Code and file expense receipts.
- Assist with meeting coordination, scheduling, and notetaking as requested.
- Provide administrative support to the CEO, COO, and leadership team as needed.

QUALIFICATIONS

- 1–2+ years of experience in donor development, communications, or administrative/operations support, ideally within a nonprofit.
- Experience with Salesforce or a similar CRM/database, with strong attention to data accuracy and hygiene.
- Comfort creating and scheduling content for Instagram and Facebook; social media experience for a brand or organization preferred.
- Strong written communication skills for donor correspondence, thank-you messages, and social media captions.
- Highly organized and detail-oriented, with the ability to manage several recurring tasks independently and meet deadlines.
- Familiarity with Microsoft SharePoint and Monday.com a plus.
- **Spanish fluency highly preferred.**

This is a part-time, mostly remote engagement with flexible hours. The pay range is $25-$35/hour. Candidates must be within the Twin Cities to assist with mail/donation processing, donor mailings, and other Minnesota-based activities. Candidate will have access to our Impact Hub coworking space.

TO APPLY:

Please email your resume and a cover letter explaining your relevant experience and why you would like to join the Cova team to Careers@CovaAgua.org with "Development and Communications Associate" in the subject line by Friday, October 9, 2026. Applications will be reviewed on a rolling basis until the position is filled.