Development & Operations Associate
Location: New York City

About Commonweal

Founded in 1924, *Commonweal* is the oldest independent, lay-edited Catholic journal of opinion in the United States, and has been a bridge between the intellectual and active lives of lay Catholics and all people of good will. It has served to inspire and inform those who seek expression for the social doctrine of the Church in the contexts of their lives; those insistent on the pursuit of meaning and justice; those hoping for a more inclusive future for our Church, politics, and culture.

Since its founding, *Commonweal* has expanded to meet the needs of new generations of readers, writers, and friends. Today, it is a multimedia organization dedicated to fostering rigorous and reflective discussions about faith, public affairs, and the arts, centered on belief in the common good. These discussions find expression in myriad ways: through our website, email newsletters, social media, podcast, live and virtual events—including a biennial Benefit Dinner—and our monthly print magazine.

Drawing upon a rich Catholic and Christian heritage, *Commonweal* is a place where people of all faiths and none can find intellectual stimulation and spiritual nourishment. It presents ideas in a spirit of charity and openness to other opinions. And it gives space to political analysts and economists, theologians and philosophers, cultural critics and essayists, teachers and activists—writers from a range of backgrounds who can apply their perspectives and experiences to issues affecting all of us.

Now more than ever, *Commonweal* has a critically important role to play as a lay-led, liberal Catholic voice in promoting deep inquiry, informing civil dialogue, fostering mutual understanding, and creating and expanding a shared sense of community on the most pressing issues facing our faith and our world today.

Commonweal is supported by a dedicated full-time staff of fifteen, including senior leadership in publishing, editorial, marketing, and business operations. It is governed by a 23-member Board of Directors responsible for guiding the organization's long-term vision and sustainability. *Commonweal* is proudly independent and unaffiliated with the institutional Church.

The Opportunity
Development & Operations Associate

Commonweal seeks an energetic, collaborative Development & Operations Associate, who will play a unique and critical role in the organization, with varied responsibilities across departments. Reporting to the Executive Director and working closely with the Director of Advancement and the Editor, this person manages donor records and gift processing, coordinates appeals and campaigns, and keeps our New York office running smoothly for a staff that works on a hybrid

schedule and across the country. The Development & Operations Associate also supports our editorial team in a few concrete ways, offering an unique window into how a national publication is made. Roughly 60 percent of the work is development, 25 percent office operations, and 15 percent editorial support. The role is part-time and hybrid, offering plenty of flexibility for work-from-home at hours that can be arranged with management.

Job Description

The Development & Operations Associate serves the editorial and development staff, as well as writers, readers, and donors. This employee is one of the chief logistical points of contact for those both inside and outside the organization, including the general public, contractors, vendors, donors, partners, and our office building. The Development & Operations Associate works closely with the Director of Advancement, the Executive Director, and the editorial team.

Because our staff work across the country and, in New York, on a hybrid schedule, the task of the Development & Operations Associate is to support the work of the publishing (which includes development and marketing) and editorial teams. This work is about 60% publishing, 25% office administration, and 15% editorial.

In terms of office administration, the primary task is to monitor three email inboxes: editors@, letters@, and the employee's personal account. This employee also monitors our physical mailbox and our telephone line. From these points of communication follow most other tasks.

The Development & Operations Associate also manages stocking the office (various stationeries, snacks, etc.), sends and receives the organization's mail receives mail, maintains a recent archive of magazines, fields phone calls, registers visitors with the building, requests services from the building (moving, maintenance, etc.), holds access to our storage locker in the subbasement, and performs other office-related tasks as needed.

In terms of the editorial duties, the Development & Operations Associate collects and circulates letters to the editor, sends replacement and contributor issues to subscribers and writers, and registers the copyright of recent issues of the magazine the Library of Congress. If interested, an individual might also sit in on manuscript meetings, title meetings, and other editorial conversations.

The publishing duties of the editorial assistant are varied. This position plays a central role in maintaining donor records, processing gifts, supporting fundraising initiatives, and ensuring the smooth operation of development activities. *Commonweal* raises nearly 75% of its income through philanthropy.

This position is ideal for a collaborative professional who enjoys managing multiple priorities, getting broad experience in the many parts of nonprofit journalism, enjoys the exchange of ideas among colleagues, values accuracy and strong communication, and both understands and is motivated by *Commonweal*'s mission.

Key Responsibilities

- Coordinate the planning and execution of annual direct mail and online appeals and special fundraising campaigns, including the preparation of segmented mailing lists and components for various appeals.
- Enter charitable contributions and pledges and maintain data integrity in the Salesforce database to ensure accurate reporting and donor acknowledgment.
- Generate gift acknowledgments and donor correspondence in a timely manner
- Track in Salesforce donor commitments, pledges, and follow-up activities, and enter information about donor meetings, proposals, contact reports, and correspondence.
- Assist with budget tracking and administrative projects as assigned.
- Prepare reports for internal use and board meetings in coordination with the Director of Advancement
- Maintain organized development files and records.
- Respond promptly to donor inquiries and requests (e.g. phone calls, emails, etc.).
- Provide general administrative support to the Advancement Director and publishing-side team.
- Check public-facing email accounts, coordinate incoming and outgoing mail, and answer the office telephone
- Archive copies of the magazine and register each edition with the Copyright Office
- Reorder snacks and supplies, manage access to the storage locker, and coordinate with building support as needed
- Provide critical donor-related and administrative support in preparation for the biennial Commonweal Benefit Dinner

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Qualifications

<u>Education and Experience</u>

- Bachelor's degree preferred.
- One to three years of experience in nonprofit fundraising or related nonprofit administration.
- Experience working with donor databases required; experience with Salesforce is a plus.

<u>Skills and Attributes</u>

- Exceptional organizational skills and attention to detail.
- Strong written and oral communication skills.
- Ability to manage multiple projects and deadlines simultaneously.
- Proficiency with Microsoft Office, Zoom and Google Workspace.
- Strong interpersonal skills and a professional, service-oriented approach.
- Ability to handle confidential information with discretion.
- Demonstrated initiative, reliability, and follow-through.

- Appreciation for *Commonweal*'s mission and interest in religion, culture, politics, and public life.

Work Environment and Location

This is a hybrid, part-time (approximately 20-hours per week) position. *Commonweal*'s headquarters is in Manhattan, and as this position has office management responsibilities, we expect at least two in-person work sessions (i.e. two afternoons) in the office per week. Travel related to development events are possible but not required.

Commonweal operates with a lean, skilled staff, and we rely on long-term relationships with consultants and freelancers. Our office is open Monday through Thursday. Senior staff often work remotely on Fridays.

Compensation and Benefits
Compensation is competitive and commensurate with experience, with a range of $25,000 - $35,000.

Application and Inquiries
Please submit a cover letter and resume with a summary of demonstrable accomplishments to jobs@commonwealmagazine.org
Commonweal is an equal opportunity employer that welcomes any qualified applicant and values diversity of all kinds.