

Job Description

Development Associate | June 2026

The Hunger Project (THP) is a global non-profit organization with a vision of a world without hunger. We facilitate individual and collective action to transform the systems of inequity that create hunger and cause it to persist. We operate in 22 countries with 300+ staff and have mobilized over 500,000 volunteer leaders worldwide. Our programs throughout Africa, South Asia and Latin America are based on an innovative, holistic approach, which empowers women and men living in rural villages to become the agents of their own development and make sustainable progress in overcoming hunger and poverty.

Current Hunger Project office locations include:

USA: Global Office in New York City and multiple home offices

13 Program Countries: Bangladesh, Benin, Burkina Faso, Ethiopia, Ghana, India, Malawi, Mexico, Mozambique, Peru, Senegal, Uganda, Zambia

8 Partner Countries: Australia, Canada, Germany, Netherlands, New Zealand, Sweden, Switzerland, United Kingdom

Position Summary

The Development Associate plays a vital role in advancing The Hunger Project's mission to end hunger and poverty by supporting fundraising operations and the day-to-day effectiveness of the U.S. Fundraising Team. This position serves as a key connection point for donors, who we refer to as investors, because they are investing in people, communities and long-term solutions that create lasting change. This position helps ensure an exceptional donor experience while maintaining the accuracy and integrity of the data and processes that power our work.

The ideal candidate is highly organized, detail-oriented and energized by both people and systems. They enjoy providing excellent customer service, managing multiple priorities and finding ways to improve processes. From supporting communications and fundraising events to maintaining CRM data and coordinating team operations, the Development Associate contributes directly to relationships and resources that make lasting change possible.

This is an exciting opportunity for a professional who wants to develop a broad range of fundraising and operations skills while contributing to a global movement deeply committed to ending hunger and poverty - one that believes in the power, dignity and leadership of people to create lasting change in their own communities.

This is a non-exempt, full-time position located in our Global Office in New York, NY. The role reports to the Associate Director, Development Operations, while working in close partnership with the Head of U.S. Philanthropy. Occasional evening or weekend work in support of fundraising events and organizational activities (e.g. Annual Fall Event) may be required.

Key Responsibilities

Donor Relations (25%). Support donor engagement and stewardship by providing responsive services, maintaining accurate records, and assisting with fundraising activities and events.

- Serve as a point of contact for donor inquiries and giving, providing responsive, professional support by answering phone calls, emails and mailed correspondence while coordinating with fundraising staff as needed.
- Process stewardship communications, including gift acknowledgements, giving statements, select mailings

and follow-up communications.

- Support annual Fall Event activities, including registration management, material preparation and follow-up communications.
- Maintain donor information, giving records and organizational profiles on external fundraising and charity evaluation platforms.

Fundraising Data and Operations (50%). Support fundraising operations by ensuring the accurate processing of gifts, maintaining the integrity of donor data and providing operational support for fundraising systems, reporting and analysis.

- Document and process incoming donations from a variety of revenue sources, ensuring accuracy and compliance with organizational policies, audit requirements and accounting standards.
- Maintain the integrity of donor data through quality assurance, record updates, duplicate resolution and periodic audits.
- Collect, enter and ensure accuracy of donor information, interactions and preferences within the CRM to support relationship management, institutional knowledge and fundraising effectiveness.
- Generate reports, exports, mailing lists and fundraising data as requested.
- Support onboarding and training of staff on CRM systems, fundraising processes and data management best practices.
- Partner with Finance on the annual audit by providing supporting documentation upon request
- Identify opportunities to improve processes, strengthen data quality and enhance fundraising operations and donor services.

Supporting Team and Organizational Effectiveness (25%). Provide administrative coordination for the U.S. Philanthropy Team and serve as a resource for the office manager, helping maintain efficient workflows, organized systems and a welcoming office environment.

- Provide administrative support to the U.S. Philanthropy Team, including preparation of meeting materials and briefing documents, and supporting team leads in scheduling, travel coordination, and expense reporting.
- Manage the process of annual state charitable registrations and related compliance activities to support fundraising operations.
- Coordinate logistics for special projects, fundraising campaigns, meetings, events and team activities.
- Help maintain a welcoming, organized and effective office environment by assisting with reception, answering phones, greeting visitors, managing mail services and general office coordination.
- Serve as a backup resource to the Office Manager during absences and periods of increased activity.

Qualifications

Education

- Preferred: Bachelor's degree in nonprofit management, business administration, communications, public administration, international relations, or a related field. Equivalent combination of education and relevant work experience will be considered.

Experience

- 1-3 years of professional experience in fundraising, operations, administration, customer service or a related field. Strong internship or equivalent experience will also be considered.
- Experience providing administrative, operational and customer-facing support in a professional environment.
- Experience coordinating multiple projects, priorities and deadlines with strong attention to detail.
- Preferred: Experience preparing reports and presentations.
- Preferred: Experience working in a nonprofit, mission-driven or global organization.

Knowledge, Skills, and Abilities

- Proficiency with Microsoft Office Suite, especially Excel and Word. Proficiency in Google Suite is a plus.

- Experience working with CRM database systems such as Salesforce or Raiser's Edge.
- Strong data entry, database management and recordkeeping skills.
- Strong organizational skills and demonstrated attention to detail, with the ability to manage multiple priorities and projects simultaneously, and a commitment to maintaining accurate, reliable data.
- Exceptional verbal communication skills, in person and over the phone.
- Strong written communication skills, including proofreading and professional correspondence.
- Customer service mindset with a commitment to providing a positive experience for donors, colleagues and external stakeholders.
- Ability to maintain confidentiality and exercise discretion when handling donor information and sensitive organizational data.
- Strong problem-solving skills and sound judgment, including the ability to troubleshoot issues and identify when escalation is needed.
- Resourceful self-starter with strong follow-through and a proactive approach to work.

Compensation & Benefits

Salary is commensurate with years of experience and educational background, with a competitive range of \$50,000-\$70,000 annually. The Hunger Project is pleased to offer a competitive compensation and benefits package, which includes comprehensive medical, dental, and vision insurance, health reimbursement accounts, flexible spending accounts, retirement plans with employer contributions, life and disability insurance, accident and critical illness insurance, identity protection, pet insurance and discount plans, parking and transit accounts, employee assistance programs, generous paid time off, flexible work arrangements and more.

Eligibility & How to Apply

Ready to bring your skills, strategic mindset and heart for service to a global mission? We'd love to hear from you.

Please send your letter of interest, resume and salary expectations for consideration to **recruitment@thp.org**. Please include **"Development Associate"** in the subject line of your email. Candidates must be eligible to work in the U.S. without visa sponsorship now or in the future.

Join a passionate, purpose-driven team working to create a world without hunger—and a workplace rooted in dignity, connection and impact.