



JOB ANNOUNCEMENT: Part-Time Development Associate

Voters Not Politicians (VNP) is an exciting, volunteer-driven, nonpartisan nonprofit organization whose mission is to strengthen democracy in Michigan through effective citizen action. VNP is made up of thousands of everyday Michiganders who united to end gerrymandering in Michigan in 2018 and to expand voting access in 2022. We continue to make structural changes to ensure that our elected officials work for the people, including efforts to advance campaign finance reform in Michigan, opposing anti-voter policies, and providing critical support and resources for voters around election periods.

This is a part-time, remote/hybrid position in the state of Michigan. Proximity to the Lansing area is preferred.

Objective:

- This position reports directly to the Development Director and supports the fundraising department.
- The position is remote, with quarterly in-person meetings.
- Primary duties include mail processing and bank deposits, EveryAction entries, contribution reports, donor research, occasional in-person and virtual fundraising events, and assistance with grant writing and grant research.

General responsibilities:

- Pick up and process the organization's physical mail each week (P.O. Box is located in Lansing), and make bank deposits
- Receive, enter, process, acknowledge, and steward all individual and organizational contributions from all sources (mail, in-person, online, EFTs, merchandise, third party, etc.)
- Manage and maintain the EveryAction donor database, including removing duplicates, updating addresses, and documenting development-related contact history
- Maintain a calendar of fundraising tasks and deadlines
- Track grants from proposal to reporting, including managing documents in the Google drive
- Work closely with the Operations Department to ensure that finance and development records track together
- Pull and clean donor lists for direct mail and other outreach
- Track and submit contribution information and required reporting for the BQC and VAC
- Oversee and ensure PCI compliance for credit card contributions
- Provide financial and donor reports to the Development Director and Board as needed



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- Support the Development Director and Executive Director in seeking and securing major gifts, including conducting donor research.
- Maintain organization information in listings such as Guidestar
- Remain informed of and implement all gift acceptance and reporting guidelines per IRS and industry ethical standards

Gift Management:

- Track and process contributions received by mail
- Track and record contributions that come in via electronic funds transfer
- Follow up with donors who make inquiries about payment/gift methods
- Provide paper receipts for those who request them
- Provide cumulative or reprint receipts upon request
- Send information to honorees for honor/memory gifts
- Do required end of year tax receipts for c3 donors
- In coordination with the Development Director, provide custom thank yous for special gifts
- In coordination with the Development Director, execute stewardship strategies for key stakeholders

Special Events:

- With the Development Director, strategize event needs and help execute event planning
- Monitor and record event RSVPs and payments
- Monitor and record sponsorship commitments/pledges/payments/thank yous
- Monitor and maintain data collected during events

Preferred Qualities and Skills:

- Detailed oriented
- Love of data and research
- Experience with spreadsheets and databases
- Ability to translate data into different communications styles
- Excellent collaborator
- Strong interpersonal skills

To Apply:

Email cover letter, resume, and reference to Jobs@VotersNotPoliticians.com. Applications are considered on a rolling basis. **Deadline to apply is February 28th, 2026. Priority deadline for applications is February 10, 2026.**



Salary range for this part-time, 24 hour per week position, is \$25,000-\$30,000 per year depending on experience. Benefits include a 401k with employer match, QSEHRA health insurance reimbursement, flexible work schedule, and paid holidays.

Voters Not Politicians is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Applicants of diverse backgrounds are encouraged to apply.

Job Type: Part-time

Benefits:

- 401(k)
- 401(k) matching
- Flexible schedule
- Paid time off

Work Location: Remote/Hybrid