



ZONTA FOUNDATION FOR WOMEN Development Operations Associate (Part-time)

Would you enjoy providing service for a mission-based, non-profit organization where your work will make a difference?

Zonta Foundation for Women seeks a permanent, part-time Development Operations Associate who shares our passion for making the world a better place for women and girls.

What we offer:

Part-time team members at Zonta enjoy:

- Ability to establish a personal work schedule for 20 hours a week.
- Paid time off and holiday pay (as scaled based on hours worked).
- A convenient office location adjacent to the Oak Brook Center Mall, with covered parking and easy access to expressways.

Note: This position is office-based with telecommuting on a limited basis once fully trained.

What you will focus on:

Reporting to the Development and Database Manager, you will work in collaboration with internal colleagues and key volunteers to support Foundation operations, gift processing, and donor acknowledgement. Core duties:

- Maintain database records and digital files ensuring accuracy and data integrity.
- Provide donor support services including processing donations, preparation of acknowledgement/tax letters and other correspondence.
- Manage all aspects of the donor recognition program (lists, awards, pins, letters, etc.)
- Serve as primary customer service representative managing the Foundation email box, supporting donor inquiries, and investigating questions.
- Assist with monthly fundraising reports and other database reports as needed.
- Conduct review and update of website pages, forms, presentations and resources as requested.
- Support the Development Manager with meeting coordination and presentation development to serve the Development Committee, global Foundation Ambassadors, and International Board.

What you will bring:

- A readiness to work in an international organization.
- A collaborative spirit and respect for diverse cultures, nationalities, and perspectives.
- Professional knowledge acquired through completion of an associate degree or higher, or commensurate job experience. Preference will be given for one to three years of development and fundraising experience in a nonprofit setting.



- Demonstrated database skills. Knowledge of Blackbaud Raisers' Edge database or similar fundraising/CRM/accounting system is preferred.
- Excellent administrative and organizational skills with proven attention to detail and proficiency in written and verbal communications.
- Competency in Microsoft Office Suite (Teams, Outlook, Word, Excel, and PowerPoint).
- Ability to maintain a high-level of confidentiality.
- Ability to meet physical requirements of office work including lifting up to 25 lbs., operating office equipment, filing, etc.
- Knowledge of a second language is a plus.

If you are interested in gaining experience in a position where your work makes a difference and you have the opportunity to meet people from around the world, we would love to hear from you. To express interest, please submit a cover letter and resume to: jobs@zonta.org.

Zonta Foundation for Women is operated by Zonta International, an Equal Opportunity Employer. An official job description will be provided to candidates prior to an interview. This position requires a background check as part of the final consideration process. Visit www.zonta.org to learn more about our organization.

Zonta International's commitment to diversity, equity and inclusion

Since 1919, Zonta has been working to create a more equitable future for women and girls. We believe that fostering a diverse and inclusive global community is a powerful platform to bring about the social change needed to make our vision for gender equality a reality. As a global organization, Zonta International values the contributions of members of all backgrounds, regardless of age, ethnicity, race, color, ability, religion, socio-economic status, culture, sexual orientation or gender identity. We believe that a diverse community of members is essential to our ability to achieve our mission to create a more equitable future.

We strive to be an organization where everyone feels empowered to be their full authentic selves. We celebrate multiple approaches and points of view and know that different ideas, perspectives and backgrounds create a stronger and more creative environment to better serve our members and achieve our mission for gender equality. We welcome differences and strive to ensure that all voices are valued and heard. While we have more work to do, we are committed to the values of diversity and inclusion across all Zonta International activities and initiatives.