



Midwifing safe, quality, loving care

### **Birth Detroit Finance and Development Assistant**

The mission of [Birth Detroit](#) is to midwife safe, quality, loving care through pregnancy, birth, and beyond. We are a team of birth workers, birth advocates and public health leaders working together to open Detroit's first freestanding birth center. Now a legally established 501c3 nonprofit organization, Birth Detroit will open its first neighborhood care center in 2020 and continues to fundraise for the birth center to open in 2021. The Finance and Development Assistant will be an integral part of the Birth Detroit finance and development teams, working to enhance bookkeeping and development efficiencies, strengthen relationships with donors, streamline development processes and promote Birth Detroit's mission and vision to external stakeholders.

#### Development Responsibilities:

- Coordinate, attend and draft minutes and other documents for Development Workgroup meetings.
- Ensure timely acknowledgment of contributions, and assure that all types of donations are properly documented
- Achieve proficiency in Network for Good software for development functions
- Manage foundation reporting calendar
- Develop and manage recurring donor program
- Coordinate annual giving functions (print and online); including two annual appeals, developing target mailings to prospective donors, focusing on retention and movement of existing donors
- Advise on development and finance operating procedures
- Assist with related social media activities and updates
- Assist with the writing and editing of appeals, acknowledgements, donor news, reports, and proposals

#### Finance Responsibilities:

- Manage accounts receivable and payable in Quickbooks
- Process reimbursements
- Assist in the preparation of budgets
- Keep records of invoices and tax payments
- Manage organization's liabilities (e.g. insurance premium)
- Participate in payroll processes with payroll vendor

The ideal candidate is/has:

- extremely detail-oriented and works to ensure delivery of impeccable donor services.
- non-profit experience or clear understanding of non-profit organizations.
- experience working with boards, committees, donors and volunteers.
- excellent written and oral communications skills.
- able to analyze and synthesize donor and organizational information for use in fundraising strategy development.
- strong planning skills and ability to conceptualize, organize, implement and manage a variety of projects.
- good understanding of bookkeeping procedures.
- friendly, outgoing personality with strong interpersonal skills.
- able to work independently and remotely, and effectively manage expectations to achieve established goals.
- able to work well in a small team.
- proficient computer skills in Microsoft Office suite.
- interest in and commitment to Birth Detroit mission, vision, and values.
- understands the role of Black-led maternal health organizations in birth justice.
- willingness to grow and learn with birth center start-up organization development.

Prior experience with accounting software like Quickbooks, and donor management systems like Network for Good a plus.

Passion for the mission of Birth Detroit a must.

Compensation

**The position is part-time, 20 hours per week.**

Full-time salary range is \$35-45,000.

To Apply

To apply send resume and cover letter to [sbstewart100@gmail.com](mailto:sbstewart100@gmail.com) by Monday, August 31, 2020.

Values Statement

The mission of [Birth Detroit](#) is to midwife safe, quality, loving care through pregnancy, birth, and beyond. We dream of a world where birth is safe, sacred, loving and celebrated for everyone. Birth Detroit's core values are safety, love, trust and justice. Safety is the foundation of Birth Detroit. We know birth center care improves outcomes and enhances the birth experience. All families should have access to a full range of safe birth options (birth center, home, and hospital). Love is the spirit of Birth Detroit. We lead with love. Our care for families is grounded in dignity, respect and a belief in the inherent value of all people. Trust is the heart of Birth Detroit. We listen to and believe our families and understand cultivating trust is essential so families can thrive. Justice is the root of Birth Detroit. We lift up reproductive justice, which is defined by SisterSong as "the human right to maintain personal bodily autonomy, have children, not have children, and parent the children we have in safe and sustainable communities."