

DEVELOPMENT ASSOCIATE

OUR MISSION

The Representation Project inspires individuals and communities to challenge and overcome limiting stereotypes and gender norms so that everyone, regardless of gender, race, class, age, sexual orientation, or circumstance can fulfill their human potential.

POSITION OVERVIEW

The Development Associate works with the Director of Development and the Donor Relations Manager to support and implement The Representation Project's fundraising strategy, which includes individual donor identification, cultivation and stewardship, grant proposal and administration, and special events. A successful candidate will possess excellent writing and organizing skills, an entrepreneurial, get-it-done spirit, and passion for the mission of our organization.

PRIMARY DUTIES

General Development Administration

- Receive, record, and acknowledge all donations
- Manage contact databases (Salesforce; Foundation Directory Online) including timely data entry, data clean-up, and creating and running reports for regular management review
- Work with development team to maintain all development files
- Import monthly donations from PayPal to Salesforce and work with director of development to reconcile all monthly gifts with financial department records
- Research, prepare reports about, and update key team members on prospective individual and institutional donors
- Co-create and maintain various templates for written donor correspondence
- Handle administration of all large mailings to donors including making copies, obtaining signatures, stuffing envelopes, etc.
- Respond to all ad hoc needs that arise in the area of development and fundraising

Individuals & Special Events

- Work with Director of Development and individual donor relations manager to create language and design materials for donor cultivation, including invitations for special events
- Help execute follow up with and cultivation of attendees for private events
- Communicate with donors through calls, emails, and mailings to maintain healthy relationships
- Responsible for other administrative logistics around org-wide events

Foundations

- Lead the follow up process on grant deliverables, deadlines, and requirements, e.g., manage and maintain a calendar of grant progress, due dates, and reports, and steward relations with foundations and corporations, responding to requests for information and updates as required
- Draft timely reports (as required) for all grants from foundations and manage other reporting requirements/updates as needed
- Work with director of development to draft grant proposal for all requests < \$15,000
- Administer all supplemental materials requests for grant proposals, including corporate sponsorship requests

Administrative and Office Management Duties

- Manage flow of all cash receipts into the organization:
 - Communicate receipt to relevant personnel including accountants
 - Make bank deposits
 - Record internally into file sharing system
- Track all third party receivables of expense reimbursements and follow up with internal personnel re: collections
- Handle administration for internal office activities such as potlucks, birthdays, etc.
- Other general office duties as needed

QUALIFICATIONS

- Undergraduate degree with two to four years of directly applicable, relevant fundraising and/or administrative experience
- Basic comprehension of fundraising processes and best practices, donor cultivation, and donor stewardship
- Outstanding organizational, technical, and clerical skills with a high level of attention to detail
- Demonstrates a “can do” attitude and a proven track record of taking projects from start to finish while meeting deadlines
- Excellent written and verbal communications skills, copy-editing experience a plus
- Experience with relational databases (e.g. Salesforce) and spreadsheets (e.g. Excel)
- Ability to maintain the highest degree of confidentiality regarding all aspects of work
- Willingness to take direction and embrace a collaborative spirit
- Ability to maintain composure, flexibility, and a sense of humor under tight deadlines
- Ability to work on multiple projects simultaneously, prioritize activities, and be flexible in adjusting expectations as new developments occur

HOW TO APPLY

Please send a cover letter and resume to joinus@therepresentationproject.org with the job title as your subject line. We will follow up with you directly for next steps in the recruiting process, as appropriate. Thank you again for your interest in our mission we value your support and passion!

The Representation Project is an equal opportunity employer, and is firmly committed to complying with all federal, state, and local equal employment opportunity (“EEO”) laws. Moreover, it is a priority of our organization to recruit and retain a diverse workforce.