

# Job Posting

June 25th, 2019

## POSITION

Development Associate

## EMPLOYMENT TYPE

Regular FT - 35 hours/week

## SALARY

\$55,000

## REPORTS TO

Director of Strategic Initiatives

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The Development Associate is responsible for identifying, defining and developing funding sources to support existing and planned program activities as well as coordinate the development writing, and submission of grant proposals to third party entities. The Development Associate is also responsible for securing new funding opportunities; having comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for special programs. Primary responsibilities include preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities to support RiseBoro's programs and mission.

- In coordination with program leaders and the Community Affairs division, generate proposals and supporting documents in response to solicitations
- Generate revenue for client programs and services through timely submission of well-researched well written and well-documented grant/fund raising proposals
- Get buy-in and participation from programs across multiple departments and liaise with program staff to assess organization's programs goals and financial needs
- Identify funding opportunities and new program areas to match organization's priorities
- Serve as liaison to funding agencies or organizations, as needed
- Engage with program officers at agencies to solicit invitations to submit proposals
- Ad hoc support to promote the organization at key moments (e.g., fundraising events, publications, press engagements, ribbon-cuttings, etc.)
- Monitor, measure and report performance of fund raising efforts, and asses against goals (KPIs)
- Other duties and special projects as assigned

## COMPETENCIES

- Outstanding research, writing, grammar, and editing skills
- Exemplary interpersonal and networking skills; able to manage relationships with institutional donors and prospects
- Solid working knowledge of database management, Microsoft Word, PowerPoint, and Excel
- Able to effectively multi-task and work under pressure, implement systems and follow up processes, and use independent judgement to produce quality work within tight deadlines
- Highly organized with superb attention to detail; able to gather and analyze information skillfully
- Dynamic self-starter who can work independently and approach tasks creatively
- Demonstrated ability to work with a diverse population, contribute to building a positive team spirit

#### EDUCATION EXPERIENCE

- Bachelor's degree in Communications, English, writing or similar field

#### TO APPLY:

- Send a Resume, Cover Letter and two Writing Samples to Pavel Madray at [pmadray@riseboro.org](mailto:pmadray@riseboro.org)

#### APPLICATION DEADLINE:

Jul 12, 2019 12:00 AM