**Development Associate**

**Proposal Writer**

Small consulting firm in need of a Development Associate to work remotely to build a critical source of unrestricted funding for a growing organization, poised for impact. The right candidate will shape the growth of a mission-driven, community-based youth organization through persuasive writing for proposal development and individual gifts, and is personally fulfilled doing a combination of administrative tasks, database management, customer service, and strategic planning.

Responsibilities include:

* Provide immediate and customized communication and responses to all individual donors
* Research prospective donors and set up meetings and follow up on behalf of Development Director
* Manage and track all relationships in Salesforce
* Support Development Director with significant partnerships by ensuring timely follow-up, customized responses to potential partners, and working with Development Director to ensure deliverables of partnerships are all met on time.

Requirements:

* Experience doing prospect research
* Experience in cultivating personal, one-on-one relationships AND
* Experience working with institutions – like foundations, or corporations AND
* Experience in developing new partnerships
* Experience with database design and management of donor pipeline
* Excellent written and verbal skills
* Be fulfilled by interaction with donors primarily in a customer service capacity
* Be comfortable moving between a behind-the-scenes role providing in administrative support to the Development Director (creating Salesforce reports, scheduling meetings, responding to urgent requests) to an in-person interaction with donors in meetings and at events
* Extreme comfort talking with individuals about gifts and donation management
* Willingness to being managed remotely
* 1 -3 years of experience using a CRM, preference for Salesforce experience above all else)
* Experience using team project management software like Basecamp

How to apply:

Please submit cover letter, resume, and writing sample to: \_\_\_\_\_\_\_\_.

* create a separate email account for resumes