

Job Description

Job Title: Development Associate
Status: Regular Salaried, 1.0 FTE, Exempt
Reports to: Development Director

General Duties: Under the supervision of the Development Director, the Development Associate works to raise funds support Maitri operations and special projects. The Development Associate writes grants and manages the grants calendar; coordinates social media and our website; and works on special events. A proactive position, this individual reports to the Development Director and may work closely with the Executive Director, Board Members, and Administrative/Finance/Program team members to accomplish goals.

Summary: Work with the Development Director to write grants, execute communications strategies, and special events to fund Maitri operations.

PRIMARY AREAS OF RESPONSIBILITY

Writing and Grants (60%)

- Working with the Development Director, write stories for the annual report and print/online newsletters
- Responsible for writing 6-10 grant applications a month.
- Coordinate the Grants Calendar, maintaining an up-to-date roster of grants, reports, proposals and prospects
- Develop and maintain a Grants Pipeline for prospective grants

Website, social media, communications and media (25%)

- Under direction of Director of Development, create social media and web content consistent with Maitri messaging and supportive of fundraising, advocacy and community development goals
- In collaboration with senior management team, implement communications strategies to secure media coverage for Maitri, its leadership, and program participants while protecting respect and confidentiality
- Ensure consistency of messaging across platforms
- Perform weekly website updates of Board and Staff rosters, reports, and other content using WordPress

Fundraising Events (15%)

- Coordinate aspects of special events including a signature fundraising event. Work includes committee meetings, development of the gala budget, invitations, program, decorations,

etc.; serve as liaison with venue and vendors; manage ticket and table sales and table assignments; and perform other duties that emerge.

- Coordinate donor and prospect cultivation events, including invitations, programs, budget, and liaison with vendors.
- Secure corporate underwriting and organizational alliances for gala and cultivation events; develop and maintains relationship with businesses, corporations, and other nonprofits
- Works with Development Director to provide support and logistics for fundraising events, including some night and weekend work as needed.

QUALIFICATIONS

- A proactive team player with a commitment to Maitri's mission
- Computer proficiency: Microsoft Office Suite, intermediate to advanced; DonorPerfect; Greater Giving or other database software; Bulk email and social media integration
- Excellent writing, editing, proofreading, analytical and verbal communication skills.
- Ability to drive projects through to completion and meet deadlines.
- Exceptional attention to detail, accuracy and confidentiality dealing with donor information.
- Creative and self-motivated with an ability to think outside the box

GENERAL STAFF ROLES:

Along with all employees, Development Associate is expected to:

- Foster an environment that promotes trust and cooperation among leadership and staff.
- Apply policies and procedures to ensure that the principles of Maitri are implemented.
- Maintain confidentiality in accordance with federal, state, and local regulations and in accordance with professional codes of conduct.
- Be accountable for participation in decision making processes and understanding the outcomes.
- Understand the mission, values, and principles of Maitri and applies them in work responsibilities.
- Occasional participation in evening and weekend events is expected.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In general, while performing the duties of this job, the employee is expected to stand; walk; sit; reach with hands and arms; and talk or hear.

- Must be able to clearly communicate with others to understand them and to be understood.
- Must be able to read and compose documents so that their intent is easily understood.
- Must be able to make public presentations, speaking to groups of 10-500 individuals.
- Must be able to remain in stationary position 50%
- Must be able to occasionally lift and/or move up to 20 pounds.
- Must be able to effectively use a computer and telephone to conduct business.
- Must be able to operate office equipment: telephones, copy, scanner and fax machines.

- Must be able to communicate over a telephone, and take notes.
- Must be able to attend in-person or web-based meetings, sitting, listening, and taking notes.
- Must be able to prepare documents, research data on websites, and work on computer (with mouse or track-pad), operations up to 7 hours per day.

COMPENSATION:

Salary range is \$50,000. - \$60,000., commensurate with experience. We provide a benefits package, including medical, dental, 403b, 9 holidays, paid vacation and sick time.

To apply: Send a cover letter and resume plus fundraising writing sample to tmoreno@maitrisf.org. First review will take place on or before May 15 with a desired start date early in June.