



Job Title	Development Associate	Department	Development
Status	Non-Exempt, Fulltime	Reports to	Director of Development

General Description

The Development Associate is primarily responsible for assisting in and supporting fund-raising activities, including grant writing, mailings, and thank you calls. Reporting to the Director of Development, the Development Associate will write, assemble, and submit grant requests, maintain a calendar of submissions and other deadlines, and maintain relationships with appropriate contacts.

Responsibilities

1. Grants

- Writes grants and proposals to meet institutional goals
 - Drafts letters of inquiry/requests/proposals to private and public foundations, government sources, other grant-making public charities, and major individual donors persuasively communicating the Cliburn's mission and programs to potential and current funders.
 - Collects appropriate data for applications, e.g. demographics, performance attendance, etc.
 - Assembles and submits requests, including letters, proposals, budgets, and presentations.
 - Ensures prompt acknowledgment of donations/grants, writes thank you letters and reports.
- Meets deadlines to ensure timely submission of all requests/proposals/reports
 - Maintains calendar of deadlines to ensure timely submission of required materials.
 - Prioritizes activities to keep multiple projects moving in a timely manner.
- Maintains deep and current knowledge of programs
 - Communicates with other departments to secure necessary information for requests and reports.
- Attends seminars/workshops and reads fundraising articles to remain up-to-date on trends in the field.

2. Administration

- Participates in mailings
 - Assists in printing, stuffing, stamping, and sealing appeals.
- Assists the Director of Development in making appointments, follow up calls, etc.
- Collaborates with and assists other development staff as needed, e.g. the President and CEO, board, and campaign committee members.
- Assists with other department responsibilities, such as writing support for other donor acknowledgements and development related articles for other Cliburn publications/webpages.
- Provides proofreading support for materials sent from the Cliburn.
- Attends Cliburn events and meetings: staff, revenue, direct report, and other meetings as assigned by the Director of Development.

3. Engagement / Cultivation / Stewardship

- Engages, cultivates, and maintains relationships with appropriate funding contacts, including thank you calls to donors.
- Tracks activity in database of donor engagement, cultivation, and stewardship for self, Director of Development, and other team members.

4. Other

- Adheres to the highest ethical standards; demonstrates empathetic disposition and perseverance; reflects optimistic and positive attitude, and conveys sensitivity to needs of donors.
- Accomplishes other projects as assigned by the Director of Development.

Education, Experience, and Attribute Requirements

- | | |
|--|--|
| <ul style="list-style-type: none"> • 3–4 years of experience with institutional grant writing; Bachelor's Degree preferred • Proficient in Microsoft Office Suite • Knowledge of working in a relational database, e.g. Raiser's Edge | <ul style="list-style-type: none"> • Self-motivated with outstanding interpersonal skills in communicating through various channels • Able to prioritize & multi-task; be highly detail-oriented • Excellent writing skills and ability to work with initiative, drive, and focus |
|--|--|

*** Accountable ▪ Consistent ▪ Self-Regulated ▪ Punctual ▪ Collaborative ▪ Committed to the Cliburn's Mission ***