



STAND TOGETHER. SO SHE CAN STAND ON HER OWN.

## Development Associate Job Announcement

### **WE ARE:**

Washington Area Women's Foundation ([TheWomensFoundation.org](http://TheWomensFoundation.org)) is a Washington, DC-based public foundation, dedicated to mobilizing our community to ensure that economically vulnerable women and girls in the Washington region have the resources they need to thrive.

Our program work consists of:

1. Grantmaking: Investing through a multifaceted approach in the three core areas of:
  - a. Asset building;
  - b. Jobs with benefits, career pathways, and family sustaining wages; and
  - c. Access to high-quality early care and education.
2. Education: Generating and distributing data about the status and needs of women and girls in the region, and the strategies necessary to address those needs.
3. Advocacy: Raising awareness of the policy issues that affect economically vulnerable women and girls.

The Women's Foundation is seeking to hire a **Development Associate**. Reporting to the Vice President of Philanthropic Engagement, the Development Associate will work as part of the development team to implement the development plan and strategies to ensure that the organization reaches its annual revenue target and is working toward its long-term fundraising goals.

### **IF YOU:**

- Have experience leading large and small-scale special events to increase revenue and visibility;
- Have assisted in cultivating and soliciting large individual and corporate gifts;
- Have expertise in Raiser's Edge, especially in running queries/reports and conducting data maintenance;
- Are an energetic, flexible, and self-starting team player with a direct, honest and respectful approach to problem solving, and have the ability to foster collaboration and contribute to a strong sense of community among staff, board and colleagues outside The Women's Foundation;
- Thrive when working under deadlines, have strong project, time, and budget management skills, and are able to handle multiple tasks simultaneously without sacrificing attention to detail.

Then you want to be our Development Associate!

### **KEY RESPONSIBILITIES:**

The Development Associate will work with the Vice President of Philanthropic Engagement and the development team to dramatically increase revenue over the next five years. The Development Associate will be responsible for event management, database management and donor relations. In addition, the Development Associate will support the President and CEO in the development and execution of resource generation activities and donor stewardship.

### **EVENT MANAGEMENT**

- Lead coordination of The Women's Foundation's premiere annual fundraising event, which attracts 1,000 community leaders annually.
- Manage three to five smaller events annually to cultivate donors and prospects throughout the year.

- Lead post-event follow-up (including acknowledgement letters, records, reports).

#### **DEVELOPMENT OPERATIONS**

- Identify, schedule, prepare and coordinate meetings for appropriate Foundation staff to accomplish the fundraising plan.
- Ensure quality maintenance of donor files, including giving history and contact information of donors, foundations, and partners.
- Oversee tracking of grant proposals including deadlines for submission, follow-up and reporting guidelines. Help write grant proposals and reports.

#### **DONOR EDUCATION AND ENGAGEMENT**

- Partner with program and communications to produce materials/collateral for donors.
- Serve a liaison role with program and communications teams to deliver donor engagement opportunities.
- Manage Corporate Council events and meetings.

#### **ADDITIONAL QUALIFICATIONS:**

- Bachelor's degree required.
- Minimum of 3 years prior fundraising experience with a proven track record of success in donor cultivation including corporations, individuals, and foundations.
- Experience with general and/or endowment fundraising campaigns.
- Ability to create and maximize special events that further the Foundation's position and achieve revenue goals.
- Outstanding communication (speaking and writing), interpersonal, organizational, language and computer skills.
- Excellent project management, strategic thinking, and planning skills.
- An appetite for, and sensitivity to, working with diverse communities across race, class, ethnic, political and geographic boundaries.
- Successful people and process management experience in a fast-paced, team-oriented, entrepreneurial environment.
- Passion for improving the lives of women and girls in the Washington Metro region.
- Understanding of women's philanthropy.

Availability for occasional evening and weekend work when necessary.

#### **COMPENSATION:**

We offer our employees a total rewards model, pairing a compensation package that reflects our organizational values, culture and mission with meaningful and significant work content, a supportive environment, and work-life flexibility, which earned us the honor of being named one the *Washington Business Journal's* 2014 Best Places to Work.

Competitive salary and benefits package will be offered, including health, dental, and disability insurance, paid vacation, and 401(k) contribution.

*People of diverse communities and people of color are strongly encouraged to apply. Preference will be given to candidates from the Washington metropolitan area.*

**PLEASE EMAIL RÉSUMÉ AND COVER LETTER TO:**

E-MAIL: Michael Lanham at [mlanham@hri-online.com](mailto:mlanham@hri-online.com)

SUBJECT LINE: Development Associate Search

Applications will be accepted through March 18, 2016