
Job Title: Development Associate
Category: Full-time, Exempt
Reports to: Executive Director
Supervises: None

Job Announcement

The Inclusive Communities Project (ICP) is looking for a Development Associate to work closely with the Executive Director on grant writing, foundation relationship building, and fundraising. This is an exceptional opportunity to join a well-established organization that is expanding its development office. The role offers a platform for entrepreneurial thinking, allowing you to make a tangible impact on our mission while fostering your personal and professional growth.

ICP is a non-profit organization that aims to create and maintain inclusive communities by providing fair and affordable housing for low-income families and redressing the harmful effects of racial discrimination and segregation. Our programs and services are designed to empower low-income families by providing them with access to quality housing in neighborhoods with good schools and employment opportunities, helping them break free from the cycle of generational poverty.

The Development Associate will be involved in all aspects of ICP's mission and responsible for creating and maintaining the organization's donor stewardship plan. They will also identify and develop strategies for funding ICP's programs.

Key Responsibilities

Under the general direction of the Executive Director, the Development Associate will:

- Research, identify local, regional, state, and federal grant resources.
- Create and submit grants to coincide with funding source guidelines.
- Prepare and submit any follow up documentation and grant reports.
- Develop and maintain annual master calendar.
- Work with the executive director to identify and develop strategies around foundation funding for special projects.
- Work with executive director to build relationships with foundations to better understand how ICP can partner for additional funding.
- Maintain and create development reports and analysis.
- Maintain donor database to ensure donor information accuracy for reports, acknowledgements, and mailings.
- Prepare and coordinate donor acknowledgement correspondence.
- Assist with tracking development related expenses for the purposes of annual budgeting and periodic financial reports.
- Track funding from donors through company database.

Qualifications and Competencies

- Bachelor's degree in English, Journalism, Communications, Marketing, or a related field.
- Three years experience in development, fundraising, and writing grant proposals in a non-profit setting.
- Excellent written and oral communication skills that demonstrate the ability to write clear, structured, articulate, and persuasive grant proposals.
- Strong research skills and knowledge of information sources and institutional donors.
- Proficient in Microsoft Office suite and Google products, with adeptness in utilizing various software for productivity and collaboration.
- Ability to work irregular hours, including evenings.
- A valid driver's license, access to a vehicle, and proof of liability insurance.
- Proficiency in Spanish is a plus.

Working Conditions

- Remote position.
- Wi-Fi is required.
- Office hours are 8:30 am – 5:00 pm Monday through Thursday, and 8:30 am – 3:00 pm on Fridays.

Salary and Benefits:

- Salary Range: \$50,000 - \$60,000, commensurate with experience
- Benefits: Health, Dental, Vision, PTO, 11 Paid Holidays.

Apply:

The Inclusive Communities Project is dedicated to promoting diversity, equity, and inclusion among our staff, board members, and volunteers. We welcome applications from all qualified candidates. To apply, please send your resume and cover letter to:

Lisa Fourte

lfourte@inclusivecommunities.net