



**GENERATION CITIZEN
ASSOCIATE, DEVELOPMENT**

Location: Remote (New York)

ABOUT THE ROLE:

The Associate, Development is a critical contributor to GC's Development team. The person in this role will coordinate development and fundraising processes and systems as we expand and strengthen our fundraising base during this important moment for our democracy and civics education. This is an exciting opportunity for an individual interested in being a key contributor to a small, high-performing development team, as we support an annual budget of over \$4 million.

Responsibilities will center around coordinating and maintaining the development database (Salesforce) that allows us to track prospects, cultivation, and report progress against our goals. The Associate, Development will also support individual and institutional fundraising across sites and national in collaboration with the National Development team and local fundraisers. The position will report directly to the Chief Development Officer.

RESPONSIBILITIES:

Coordinate Development Operations & Data Tracking

- Manage fundraising data in Salesforce to ensure that records and reporting are accurate across sites and national organization; collaborate with fundraisers to maintain clean data and consistent data tracking processes across the organization
- Create and maintain detailed development reports and dashboards to show progress to goals and inform strategy at the national and site level
- Work closely with Chief Development Officer to track donor and funder engagement activity and support consistent and accurate data collection of funder activity
- Proactively research prospects for individual and foundation/corporate donors to identify new funding opportunities

Support Funder Communications

- Support Manager, Grants in writing grant proposals, letters, reports, and presentations for institutional and individual funders
- Support major fundraising projects, with a primary role on the annual appeal; including the development and dissemination of the annual report
- Support Chief Development Officer and Strategic Assistant in National and Local Board engagement
- Prepare materials for funder and donor meetings
- Manage donor acknowledgment process across the organization
- Support the Manager, Communications on the collection and organization of program impact stories for varied funder communications
- Manage a centralized inventory of organization's promotional and marketing materials (swag, branded items, thank you cards)

QUALIFICATIONS:

- 1+ year of work experience in operations, fundraising, marketing, public relations, or similar work, preferably within a nonprofit environment
- Familiarity or experience working with Salesforce and graphic design software (e.g. Canva, PowerPoint, preferred)



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- While all GC teammates are currently working remotely, we hope for this person to be based in New York with an ability to occasionally commute to a local office, as responsibilities require.

PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- A commitment to and passion for Generation Citizen's mission
- Excellent time management skills and an ability to stay organized while managing diverse tasks, activities, and projects
- Strong written and oral communication skills that are authentic and consistent; ability to maintain professionalism with diverse stakeholders
- Strong attention to detail, with ability to manage complex processes with a high degree of accuracy
- Ability to problem solve with creativity and flexibility
- Highly collaborative spirit, with a strong ability to project manage and get things done (individually and through others) in a fast-paced, dynamic environment; and strong ownership of personal actions and team outcomes
- Process-oriented and capable of implementing and maintaining strong systems
- Strong ability to learn and use technologies and platforms (e.g. Zoom, Microsoft Office, Google Workspace)
- Commitment to handling confidential information in a discreet and non-judgmental manner
- Commitment to anti-racism and diversity, equity, and inclusion, with an ability to use these subjects as a lens for successful fundraising operations.

HOW TO APPLY:

Complete [the application](#) and be sure to attach a resume and cover letter. Our HR representative will reach out to qualified candidates to schedule a phone screen. **We appreciate it if you could refrain from reaching out to GC team members directly to inquire about the position or status of your application.**

While the hiring timeline is subject to change, the GC team hopes to have our new Associate, Development in seat by September 15. We encourage applicants to submit their applications early.