



Job Title: Development & Grant Writing Associate (1.0 FTE)
Reports To: Development Director
Supervisory Duties: Volunteers and Interns
FLSA Status: Exempt
Benefits: Eligible

Summary

Under direct supervision, this position coordinates a wide range of activities that support the fundraising efforts of the Refugee Education Center (REC), including donor engagement, grant writing, and event support. This person will work with the Development Director to assist in donor solicitations, improve donor engagement and retention, and create development assets.

Job Duties and Responsibilities

Grant Writing - 75%:

1. Write and develop Grant proposals and letters of inquiry for private foundations, public grants, and corporate foundations
2. Write and develop grant reports for current and future funders
3. Research and develop granting opportunities from corporate funders, private foundations, and public funds
4. Keep track of all REC grant timelines for submission and reporting purposes

Development - 25%:

1. Maintain both physical and electronic records of donor engagement activities and assist with other development team administrative tasks
2. Assist Development Director in identifying and pursuing funding opportunities with individual and corporate donors
3. Assist Development Director and Advancement team to create development assets used to solicit funds and engage donors, including: emails, presentations, proposals, physical mailings, and more

Performs other duties, as assigned.

Qualifications

Bachelor's degree in relevant field. Prior experience with advancement programs, including fundraising and grant writing. Strong written and oral communication and interpersonal skills. Excellent analytical and organizational skills. Ability to work both independently and as part of a team. Experience using Microsoft products, as well as online fundraising and donor database software. Ability to learn new concepts, processes, and practices. Ability to interact effectively and efficiently with staff, organizational personnel, and donors. Maintain high ethical fundraising standards. Ability to work with diverse populations and cultural competency.