



# Afterschool Alliance

AFTERSCHOOL FOR ALL

The Afterschool Alliance is a non-profit advocacy and public awareness organization based in Washington, D.C. working to ensure that all children and youth have access to quality afterschool programs.

## **Job Position: Development Associate and Grant Writer**

The Associate/Grant Writer will help the Afterschool Alliance raise funds to support its mission primarily through researching funders, writing targeted, convincing proposals, writing progress reports and tracking grant deliverables and timelines. In addition, the Associate/Grant Writer will be a valuable member of the Afterschool Alliance team who will work to advance our mission in a variety of ways, participating in activities across the organization. The Afterschool Alliance seeks to hire a self-motivated team player, writer and fundraiser who is committed to community service in the area of afterschool initiatives.

## **Principal Duties and Responsibilities:**

- Prepare proposals, reports, and budgets for funders;
- Conduct research on individual, corporate and foundation prospects;
- Coordinate the production of a range of materials for donor solicitation;
- Generate gift acknowledgments;
- Assist in donor cultivation and stewardship, including the scheduling of meetings, preparation of correspondence and oversight of donor appreciation;
- Manage fundraising database, including gift/data entry, mailing lists and fundraising reports;
- Track and fulfill commitments to and deadlines for current and prospective funders, including grant applications and reports, sponsorship recognition, moves management, etc.;
- Update organizational and funder commitment information on the Afterschool Alliance website and on donor information sites (e.g., Network for Good);
- Work collaboratively with the Vice President of Development and other staff to develop and execute fundraising strategy, including, but not limited to: brainstorming strategies and cases for specific proposals, keeping up on current fundraising and field trends and issues, and giving ideas to inform general fundraising programs and tactics;
- Coordinate day-to-day communications with the organization's Board of Directors;
- Represent the organization in a variety of meetings and settings;
- Assist with planning and executing special fundraising events and other organization-wide events;
- Assist with planning and executing organization-wide programs and activities; and
- Perform other support duties as requested by the Vice President of Development.

**Qualifications:** Candidates must have a bachelor's degree, experience related to fundraising/grant writing, education or youth development and/or a graduate degree in related field. Candidates must have strong writing, research and analytical skills – including the ability to convey information to a variety of audiences, including foundation, corporate and individual funders; federal, state and local policy makers; researchers; advocates; local afterschool program staff and the public. Candidates should have excellent interpersonal skills, be proficient in MS Office Suite, and should be able to manage multiple projects under tight deadlines. Candidates must be detail-oriented and work well in a team setting.

The Afterschool Alliance offers a well-balanced work environment with a supportive and growing team and opportunities for advancement. Salary commensurate with experience, excellent benefits, including health insurance, life and short and long-term disability insurance, a 403(b) retirement program, flexible spending accounts and generous vacation, sick leave and holiday schedules. Please send cover letter, resume, writing sample and references to [info@afterschoolalliance.org](mailto:info@afterschoolalliance.org).

**Deadline to Apply:** June 30, 2011.

***The Afterschool Alliance is an equal opportunity employer.***