

Development Operations Associate

Core Functions

- Support the Director of Development in fundraising activities
- Coordinate grant processing from proposal through final report
- Oversee filing system for Development Team
- Coordinate with program staff timing for grant deliverables

Classification

Exempt, Full time, Regular Employee

40 hrs per week

Summary

Afterschool Alliance is a frontier organization in afterschool policy development, communications and advocacy for the afterschool field. We work to ensure that all youth have access to affordable, quality afterschool programs. The Development Operations Associate is important part of the Afterschool Alliance team. He/she will gain significant experience in nonprofit fund development in a fast-paced well-functioning team environment. Under guidance of the Director of Development, the Development Operations Associate will assist with all stages of grant management and will coordinate special fundraising initiatives for the leading afterschool development organization.

Responsibilities and Tasks

- Work with the Director of Development and program staff on preparation of grant proposals and required funder reports;
- Manage a fundraising database which tracks prospect cultivation, mailing lists and fundraising reports/proposal deadlines;
- Generate gift acknowledgements;
- Coordinate materials for donor solicitation;
- Conduct research on individual, corporate and foundation prospects;
- Work collaboratively with the Director of Development and other senior staff to execute the fundraising responsibilities affiliated with any special events and to coordinate fundraisers
- Fulfill other administrative and development-related duties as requested by the Director of Development

Knowledge, Skills and Abilities

- Proficiency with Microsoft Office required (Word, Excel, Outlook and PowerPoint);
- Familiarity with online project management systems;
- Knowledge of education policy issues preferred;
- Experience with grants administration preferred;
- Nonprofit or philanthropic experience preferred;
- Ability to think and problem-solve creatively;
- Strong project management and time management skills;



- Highly organized and detail oriented;
- Advanced written and oral communication skills;
- Enjoy working independently and as part of a team
- Strong writing and editing skills

Minimum Qualifications

- BA/BS degree
- 2-3 years relevant experience
- Attention to details, accuracy and good organizational skills

Compensation and terms

Commensurate with experience. The Afterschool Alliance was named a “small gem” in the Washingtonian’s best places to work edition. Generous benefits include paid vacation, personal, sick, family medical and holiday leave as well as health insurance, and a 403(b) plan.

How to Apply

To apply for this position send your resume, a cover letter describing your interest and qualifications, and 3 professional references to info@afterschoolalliance.org.

***Afterschool Alliance reserves the right to update position description and responsibilities as needed.
Equal Opportunity Employer***