



Job title	Development Associate
Reports to	Chief Advancement Officer

## About Fair Chance

Fair Chance envisions a world where every child succeeds.

We strengthen the sustainability and performance of community-based nonprofits to achieve life-changing results for children and youth experiencing poverty. We select nonprofits ready to take their leadership and organizations to the next level and provide them with a customized 6-24 month work plan aimed at strengthening the nonprofit's impact, sustainability, and success -- free of charge in Washington, DC and Prince George's County.

Since 2002, we've provided capacity building support in the community and through the years began to recognize the role of structural racism and racial inequity in perpetuating poverty. Fair Chance partnered with over 120 nonprofits, tackling issues from job readiness to health, literacy to homelessness. Together, we have reached more than 120,000 children youth and families and are laying the groundwork for deepening programmatic impact and geographic expansion.

For more information, please visit [www.fairchancedc.org](http://www.fairchancedc.org).

## Position Summary

Fair Chance seeks an energetic, passionate development professional to provide essential administrative and fundraising support. The Development Associate is a key member of the Advancement Team and works to support Development team around individual giving in the pursuit of Fair Chance's fundraising and development goals. The Advancement Team is made up of Advocacy, Development, and Communications divisions.

Specifically, the Associate helps to ensure the data quality within the donor database including donation entry, donation reporting, contact management, and donor stewardship assistance. Additionally, the Development Associate works to increase individual giving by supporting the planning and execution of fundraising and cultivation events, including the Advisory Board Town Hall, Golf, Young Professionals Event, and Butterfly Bash. They will also provide administrative support to Board working directly with the Executive Director

The ideal candidate for this job is resourceful, detail oriented, and organized. Fair Chance values strong relationships requiring this person to have a high level of internal and external engagement including engaging communication and responsiveness to donors and staff alike. The position requires schedule flexibility with some evening and weekend work around fundraisers and events. This position balances working from home and at the office with the ability to work independently. Fair Chance provides a laptop, but Fair Chance does not provide internet service at home for remote work. Fair Chance will also provide financial support for cell phone service. The position would start as soon as possible. Fair Chance team members in Advancement are expected to: contribute to and participate in organizational planning sessions, team-building, and cross-functional efforts in the organization.

## Duties and Responsibilities

Donor Database Support:

- Manage the donor database (Salesforce). Develop deep proficiency and ownership with the system, including utilization of the database to improve or simplify processes and reconciling data/ensuring data integrity.

- Process donations/entering information into the Salesforce database, creating, updating and maintaining records, opportunities, and campaigns
- Work with the Finance Team to reconcile revenue on a weekly basis to align all gifts recorded in Salesforce with monthly account register of revenue.
- Perform data quality checks on a regular basis ensuring revenue is entered in a timely and accurate manner.
- Identify opportunities for improvement to Salesforce implementation and usage.

#### Event Support:

- Serve as the main support for operations and logistics for our events – supporting with project management & implementing timelines.
- Serve as point of contact with vendors, planners, and consultants related to events.
- Connect with Programs for content development and collect information to be used in events.
- Support with event goals, messages, and communications on or about the event.
- Connect with Communications to develop collateral materials and marketing of each event

#### Development Operations

- Manage correspondence with donors, including producing and mailing donor acknowledgement letters, and internal tracking in Salesforce
- Support in Relationship management with individual donors by provided information and/or data on donor and ordering of any giveaways.
- Ensure all donations (checks, online, stock gifts) are coded accurately on deposit and financial documentation
- Maintain accurate and updated mailing lists for fundraising appeals and communications
- Scheduling and setting up meetings with donors

#### Board Support

- Provide administrative support for Board Meeting including meeting logistics, content, and communications.
- Support in communications on behalf of the Executive Director with Board and Advisory Board tasks related to Fair Chance programs and events.

#### Other

- Perform other related duties as assigned

### **Qualifications**

The ideal candidate for this job is resourceful, detail oriented, and organized.

- Commitment to Fair Chance's mission
- Passionate, enthusiastic, and positive attitude
- Excellent writing and strong communication skills
- Detail oriented with good organizational and project management skills
- Self-starter with little need for close supervision, able to work independently
- Excellent time management skills
- Creative and flexible
- 1+ year of Salesforce or equivalent donor database experience
- 1+ year of Event Planning experience – virtual and in-person experience preferred
- Prefer minimum three years' experience as a development professional or in nonprofit sector
- Bachelors and/or relevant work experience

### **Desired Competencies**

This person will be an effective database coordinator and event support planner who can support our individual giving strategy and efforts so that Fair Chance may inspire investments of personal wealth into Fair Chance's mission.

- Strong commitment to our vision of ending institutional and system racism within education, housing & income, health & well-being, and the community.
- Ability to discuss white supremacy, racism, and anti-racism with funders, public officials, and within grant applications and fundraising communications
- Ability to work with diverse, multilingual, multicultural community members, partners, and organizations.
- Demonstrates Fair Chance values of diversity and racial equity; fosters environments that facilitate more diverse and inclusive spaces, and can articulate the impact of systemic racism within the context of Fair Chance's work.
- Knowledge of efforts related to donor outreach, mailings, personal solicitations, internet fundraising, and special events/programs.
- Commitment to understanding Community-Centered Fundraising.
- Understanding of donor databases and uses for tracking, cultivations, and solicitations of donors.
- Strong planning and organization ability in event-based fundraising
- Ability to work in cohesion within their team and with the entire organization.
- High-energy, positive, "can-do" attitude; high degree of initiative; ability to work collaboratively with all staff.
- Ability to work independently, with regular check-ins
- A team player who will productively engage with others at all levels within and outside Fair Chance.
- Strong organizational and time management skills with exceptional attention to detail.
- Belief in, passion for, ability to articulate clearly Fair Chance's mission, vision, programs, and impact.

**Salary Range:** The pay range for this position is \$45,000-\$65,000.

Fair Chance is an Equal Opportunity Employer. We value diversity – we are and want to continue to be people of multiple ethnicities, perspectives, and life experiences. We believe and respect how this strengthens our work. Therefore, we are seeking qualified candidates from all backgrounds who believe in our mission and align with our values.

Please note: During the current period of Covid-19 related restrictions, this position will start as a remote position, with transition to onsite in Washington, DC. All interviews conducted by phone or virtually by video with selected candidates.

### **How to Apply**

Applicants should send a resume and cover letter to Fair Chance by clicking [HERE](https://app.smartsheet.com/b/form/03431fe9cdcc4b7fb6660567718e3e2c) or following this link: <https://app.smartsheet.com/b/form/03431fe9cdcc4b7fb6660567718e3e2c>. In the cover letter, please include

1. Your unique qualifications for this position.
2. Your lived experience with racism and/or inequity.