

Development Associate

WE ACT for Environmental Justice



WE ACT's mission is to build healthy communities by ensuring that people of color and/or low income residents participate meaningfully in the creation of sound and fair environmental health and protection policies and practices.

WE ACT is hiring a Development Associate to help manage our events and build our individual giving program. Responsibilities include taking the lead on planning and executing the annual gala as well as other events including "friendraiser" gatherings hosted by Board members or other supporters. The Development Associate reports to the Director of Development. They will also work closely with leadership as well as our Board of Directors to support fundraising activities. The ideal candidate has at least one year of Development experience, and ideally event planning.

Over the past year, WE ACT has had success in growing individual donations and event sponsorships as a percentage of our budget. Our plans for organizational growth require us to continue to grow unrestricted donor funds rapidly. We expect to grow our Development team to increase fundraising capacity, but at the outset this position will require the ability to multitask an array of different projects. This will be a fast-paced and challenging job with room for growth.

Major responsibilities

Major Donor Cultivation: Researching major donors and supporting Executive staff in meetings with prospects and current donors that lead to successful major gifts.

Fundraising Strategy: Work with WE ACT leadership, Board, and Director of Development to create a fundraising calendar that includes events, mailings, and social media campaigns as well as major donor initiatives.

Prospecting: Researching new potential donors and other funders such as foundations.

Event Planning/Coordination: Taking a lead role on planning and execution for the annual Gala. Includes cultivation and stewardship of individual attendees, nonprofit sponsors, and corporation.

Fundraising Communications: Developing personalized letters and emails as well as mailings, social media posts, etc.

Database Management: Help maintain the integrity of our donor database, including logging interactions with foundations and donors.

Qualifications

Applicants should have a commitment to social and/or environmental justice. A BA degree in English, Journalism, Creative Writing or a related field is required. **Previous experience (approx. 2 years) in the**

fundraising field is preferred. This individual must have excellent proven writing, analytical, and verbal communication skills, and must be interested in a career in development

- Ability to interact and build relationships with staff, Board members, donors, and community members.
- Experience with fundraising software, especially Raiser's Edge.
- Strong written and verbal communication skills, including donor-centric writing across a range of media.
- Excellent critical thinking and strategic skills and the ability to work autonomously.
- Attention to details and the ability to meet deadlines in a fast-paced environment.
- Additional software skills, including Adobe InDesign, a plus.

Compensation and Hours

This is a full-time position, the anticipated annual salary range is between \$55,000 and \$58,500 and includes paid vacation and health benefits.

We especially encourage people of color, queer, trans and gender non-conforming people, and people directly impacted by criminalization and other systems of oppression to apply.

How to Apply: Please email your cover letter and resume to our Director of Administration and Human Resources Evelyn Joseph at evelyn@weact.org. Include writing samples and references. Please note phone calls will not be accepted.