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 lead fundraising events, write donor communications including appeals and stewardship letters, and help develop new fundraising strategies and initiatives.

WE ACT has had significant recent success in increasing individual donations and event sponsorships as a percentage of our budget. Our plans for organizational expansion require us to continue to grow unrestricted donor funds rapidly. This will be a fast-paced and challenging job with potential room for growth, because we hope to create additional positions in our Development team in the near future to increase fundraising capacity.

The Development Associate reports to the Director of Development, and will also work closely with the Executive Director and Deputy Director to develop and implement fundraising strategy. They will also collaborate with staff in our NY and DC offices to develop donor communications and grant proposals/reports.

Major responsibilities will likely include the following:

**Event Planning and Leadership:** WE ACT’s fundraising/cultivation events include the annual Gala, WE ACT’s Uptown Chats series, and our Earth Day 5K.

**Development Writing and Donor Stewardship:** Writing tasks will include grant proposals/reports, donor appeals, acknowledgment letters, and individualized donor communications.

**Donor Prospecting and Research:** Using software and searching online, conduct research on potential WE ACT donors to guide donor engagement strategy.

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

**Intern Supervision:** Supervise the work of volunteers and interns in order to help expand the capacity of the Development team.

**Board Interaction:** Help support the work of the Board of Directors by acting as a staff liaison.
Qualifications

- 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.
- Ability to interact and build relationships with staff, Board members, donors, and community members.
- Experience with event planning and/or project management.
- Attention to details.
- Ability to meet deadlines in a fast-paced environment.
- Adobe InDesign skills a plus.
- Experience with fundraising software, especially Raiser’s Edge, a plus.
- Development experience is preferred
- Commitment to WE ACT’s mission, preferably through prior experience with environmental justice, environmentalism, and/or social justice engagement.

Compensation and Hours

This is a full-time position, with some evening or weekend work schedules based on need. Occasional travel may be required, including to WE ACT’s Washington DC office. The anticipated annual salary $48,000 – $55,000 and includes paid vacation and health benefits.

How to Apply

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