
DEVELOPMENT ASSOCIATE

JOB DESCRIPTION

Strong Towns, a nationally recognized non-profit organization, is seeking a dynamic individual to help us grow our movement by assisting us with our development activities.

The mission of Strong Towns is to support a model of development that allows America's cities, towns, and neighborhoods to grow financially strong and resilient. We have nearly 3,000 members worldwide, including at least one in each U.S. state. Our influential media site reached over 2.2 million people in 2020 and is shaping the national conversation on growth, development, and the future of cities.

We need someone to work with our Development Team to assist us with the growth and management of our fundraising program. Such a person will:

- Have excellent written and verbal communications skills.
- Be self-driven and motivated by the Strong Towns mission.
- Have the ability to work quickly and independently to meet deadlines.
- Be skilled at communicating by phone, email, and over social media.
- Be a creative and strategic thinker who enjoys working collaboratively with thought leaders.
- Be able to work collaboratively across digital platforms with a remote team.

Our entire team collaborates digitally from locations around the country; there are no locational requirements for this position. We have periodic deadlines and occasional event-driven or calendar-driven demands, but generally keep a flexible schedule. We are an equal opportunity, family-friendly organization. Our work is rewarding, and our organization is making a difference.

DUTIES

The position of **Development Associate** includes, but is not limited to, the following:

- Work with Strong Towns leadership, members, and others to identify philanthropic partners that have a vision and objectives compatible with the Strong Towns mission and approach.
- Use online screening software to research and evaluate potential philanthropic partners.
- Coordinate efforts to build and sustain relationships with potential philanthropic partners.
- Be the primary individual responsible for preparing and submitting grant requests as part of a team of gifted writers and communicators.
- Track grant submissions and ensure timely responses to any related requests.
- Be the primary person responsible for the preparation of grant reports and ensure their timely submission.
- Coordinate efforts to build and sustain relationships with major donors and major donor candidates.
- Track major donor contributions and ensure an accurate record of major donor contributions.

- Assist in scheduling and planning for donor and foundation meetings. Ensure notes from donor and foundation meetings are recorded and follow-ups are scheduled and completed.
- Periodically travel (an estimated two to four times per year) for events, retreats, and other engagements.

The Development Associate will work directly for the President/Executive Director, who will have ultimate responsibility for development efforts, budgets, and reporting to the Board of Directors.

COMPENSATION

This is a full-time position that pays up to \$42,000 per year. Strong Towns provides a defined contribution for health coverage and a matching contribution for retirement. Strong Towns also offers paid parental leave.

TO APPLY

If you are interested in this position, please visit www.strongtowns.org/employment to start the application process. We are looking to fill this position by early November, 2021.