Development Associate Job Description

Title: Development Associate
Full-Time Exempt

Organization Overview
Advance Illinois is a not-for-profit policy and advocacy organization that works toward a healthy public education system that prepares students to achieve success in college, career, and civic life. We are committed to an aligned education system across the B-20 continuum that strives for equity, stresses college and career readiness and completion, and supports the whole child from the earliest years through adulthood. We believe every child should have access to high-quality education and care, regardless of geography, income, or race.

Spanning the early childhood through higher education continuum, Advance Illinois analyzes research, data, and best practice; engages practitioners, families, and partners; and develops and promotes policies designed to strengthen public education, higher education, and early childhood education and care in Illinois.

Advance Illinois is seeking a passionate and committed individual who is looking to grow in the not-for-profit space as a development professional and is able to thrive in a fast-paced and high-energy workplace to work on the Development Team, supporting all fundraising and development operations, including managing the grants pipeline and a mid-sized grant portfolio.

Position Summary
Under the supervision of the Development Director, the Development Associate is responsible for supporting a comprehensive, diversified, and sustainable fundraising program to maintain and grow the general operations and programs of Advance Illinois. The Development Associates’ core responsibilities will touch on all aspects of fundraising, in addition to supporting grant-writing and reporting on grants from $1,000 to $250,000. A strong candidate will be a highly motivated self-starter, able to work independently, create, collaborate, and be detail-oriented with a strong work ethic. Having strong writing skills is a must for this position.

Essential Functions

Development Operations & Administration
• Work alongside the Director of Development to meet program revenue needs and maintain and grow Advance Illinois’ fundraising and development efforts;
- Oversee all aspects of Advance Illinois’s Salesforce database, including updating gift and prospect records, maintaining files, recording gifts, building and pulling reports, and generating gift acknowledgments;
- Develop and implement operating procedures for Salesforce to ensure data consistency and quality;
- Manage donor acknowledgment communications and gift processing;
- Prepare reports to detail progress toward fundraising goals, the progress of campaigns, event analysis, and other reports as requested by the Development Director;
- Assist the Director of Development in generating new opportunities to engage current supporters and identify new supporters;
- Remain informed about emerging and best practices in the development field.

**Grants:**
- Manage the grants calendar and related reporting;
- Oversee grant process for grants up to $250,000, working collaboratively with program staff on proposals and reporting;
- Undertake ongoing foundation research to expand the grants pipeline and build new relationships with funders.

**Events:**
- Support and plan donor cultivation and stewardship events, including working with the Development Director to manage logistics, prepare invite lists, and manage registrations and materials.

**Education, Experience, and Competencies**
- Bachelor’s degree
- 2-3 years of fundraising experience
- Grant writing experience a plus
- Excellent writing skills
- Experience with Salesforce or other CRM
- Sophisticated interpersonal communication skills
- Exceptional time-management and organizational skills to assist with meeting deadlines
- Excellent analytic, prioritization, planning, and organizational skills
- A positive attitude and solutions-oriented

**Working Location**
Advance Illinois is a hybrid workplace. In general, employees are expected to work from the office on Tuesdays and Thursdays and have a floating day of their choice as well as be present
at in-person meetings with partners as needed. Advance Illinois will continue to monitor guidance from health officials and the need for remote work arrangements.

**Compensation**
Competitive salary commensurate with experience within a starting pay band ($53,000-57,000 base salary), with the expectation and ability to earn an additional 10% bonus ($58,300-62,700 total compensation range), along with excellent benefits such as: health/dental insurance; short-term/long-term disability plans; 401K with a company match plan; flexible spending account; holidays and vacation accrual.

**To Apply**
Please complete [this questionnaire](#). Please also submit a resume to: development@advanceillinois.org. All resume submissions will be acknowledged. Applicants selected for an interview will be contacted. Please do not call Advance Illinois.

**Equal Employment Opportunity Statement**
Advance Illinois is an equal opportunity employer with a commitment to engaging the skills and leadership of people of color, low-income persons, LGBTQ+ persons, differently abled people, and other people from diverse backgrounds. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, political affiliation, mental or physical disability, age, marital status, family status, or veteran status. People from these and other historically marginalized backgrounds and communities are strongly encouraged to apply.