Job Description - Development Associate

Bright Beginnings, Inc. is a non-profit organization whose vision is that all children and families in the District receive the support and resources necessary to thrive and realize their full potential. We implement a two-generation approach to: ensure every child experiencing housing instability is healthy, safe, engaged, supported and challenged; develop school ready and kindergarten prepared children; support families in breaking the cycle of inter-generational poverty; and partner intentionally to eradicate disparities and remove obstacles to economic mobility.

Summary: The Development Associate is responsible for the execution of a comprehensive gift and grants management program. The Development Associate provides administrative support to the Director of Development and Development Manager, and participates in a variety of fundraising activities including gift documentation, generating thank you letters, income reconciliation, donor communications, special event planning, volunteer management, and database customization and maintenance. This is a hybrid role.

Essential Duties:
1. Maintain and utilize Bright Beginnings' donor database, Raiser’s Edge, for online donation processing; process donations and prepare acknowledgement letters and other correspondence.
4. Assist in writing grant proposals, applications, letters of intent and reports.
5. Identify potential donor prospects.
6. Assist in the production of annual fundraising events and appeals.
7. Manage grant agreements, thank you letters, award letters and any development related materials in the development database including Sharepoint and Raiser’s Edge.
8. Work with the Finance department to ensure all revenue is codified in Raiser’s Edge; reconcile donations with the finance department on a weekly and monthly basis.
9. Collaborate with finance staff to track and monitor fund disbursement and financial reports.
10. Maintain grant-related reference resources including funder research files, grant application deadlines, grant reporting schedules, and other information as needed.
11. Assist in the establishment of a moves management plan for donors
12. Recruit and onboard volunteers and work with the programs team to ensure volunteer opportunities are available and accessible.
13. Collect volunteer information, availability, and skills, and maintain an up-to-date database.
14. Inform volunteers about the organization and engagement opportunities.
15. Ensure volunteers are in compliance with Bright Beginnings’ volunteer regulations.
16. Adhere to the highest ethical standards in management, governance, and fund development.
17. Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
18. Attend meetings, trainings, or conduct business on- or offsite, as needed.
19. Demonstrate commitment to continued professional growth and development.
20. Advocate, promote and practice cultural sensitivity and responsiveness.
21. Maintain confidentiality of information at all times.
22. Attend all required individual and team supervision sessions/meetings.
23. Participate in all required professional development opportunities.
24. Other duties as assigned.
Qualifications:
1. Mission and culture alignment;
2. Baccalaureate degree preferred in English, Communications, Public Policy, or other related field;
3. Three - five years professional experience; nonprofit experience preferred;
4. Experience using Blackbaud Raiser’s Edge NXT a plus;
5. Experience working with volunteers a plus;
6. Results-oriented with an ability to meet fundraising goals;
7. Prior experience with fundraising events and campaigns preferred;
8. Exemplary interpersonal, public speaking, written and oral communication skills;
9. Excellent attention to detail, ability to organize data, produce reports and meet deadlines;
10. Desire to take initiative and ability to problem solve;
11. Possess strong time-management skills.
12. Track record of establishing effective working relationships with colleagues at all levels across teams;
13. Demonstrated flexibility in work settings, maturity of judgment and ability to work collegially;
14. Thorough understanding and working knowledge of donor relations and confidentiality;
15. Strong computer skills with proficiency in Windows-based programs
16. Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing; and
17. Documentation of Tuberculin-free condition and health screening on an annual basis.

Physical Demands:
• Be able to lift 25-30 lbs.
• Be able to walk, squat/kneel, sit on floor, see, hear and speak.
• Be able to raise objects from a lower to higher location or moving objects horizontally from one location to another.
• Be able to sit for extended periods of time in front of a computer.

Salary Range $45,000 - $55,000. For consideration, please email a cover letter and resume to hr@bbidc.org with “Development Associate Application” in the subject line.