

Job Announcement
Development Associate
Anticipated State Date: 7/15/2024



Position Overview

Georgia Appleseed Center for Law & Justice (gaappleseed.org) is hiring a Development Associate to assist in fundraising and donor administration, reporting to the Director of Engagement & Development.

Georgia Appleseed is a nonprofit, public interest law center that advances justice through law and policy reform and community engagement. We are a dynamic and highly collaborative team, particularly focused on supporting Georgia's most marginalized children, including Black and Brown children, children experiencing poverty, LGBTQ+ children, children with disabilities, and children in foster care. A successful candidate will contribute positively to our team and workplace environment, prioritize our mission, and be innovative, enthusiastic, flexible, curious, and knowledgeable about our work.

Salary is \$60,000-\$72,500 commensurate with experience.

Core Competencies:

- Proven ability and passion for development, including identifying and pursuing prospective donors (individual, corporate and foundation), building relationships, and asking for financial support.
- Confidence and initiative to work independently.
- Excellent organizational skills.
- Proven writing, editing, and proofreading skills.
- High level of productivity and efficiency handling multiple projects in a fast-paced and busy environment.
- Expertise in database management and data hygiene.
- Strong interpersonal and communication skills, with an ability to establish positive, personable, and professional relationships via email, phone, and in person.
- Positive, can-do attitude, flexibility, and grace under pressure.
- Strong problem-solving skills; ability to troubleshoot and triage.

Key Responsibilities and Duties

Data & Donor Management

- Manage the preparation and distribution of acknowledgment letters to donors, including one-time donations, recurring contributions, and donations for targeted fundraising campaigns.
- Accurately record all donations in the database, including online donations and mailed checks.
- Maintain donor database for accuracy, ensuring up-to-date contact information.

- **Grant/Foundation Support**

- Research funding opportunities with foundations, governmental agencies, corporate, and community-based funding organizations.
- Assist the Executive Director and Director of Engagement & Development with grant proposals, letters of interest/inquiry, grant applications, and related materials for proposal submissions.
- Maintain grant record-keeping and correspondence, updating organizational grants calendar.
- Monitor application and reporting timelines and communicate them to ensure the team meets funder deadlines and requirements.
- Provide grant review and editing support.
- Track grant deliverables, impact, and results.
- Work throughout the full organization to gather information for inclusion in grant reports.

General Donor/Fundraising Support

- Coordinate quarterly donor appeals, including drafting, editing, mailing, and tracking outcomes.
- Assist with social media and newsletter communications and engagement.
- Schedule meetings with prospective donors and funders for the Executive Director and Director of Engagement & Development.
- Work with the Director of Operations to develop and implement materials to promote and publicize fundraising events.
- Support the Executive Director, Director of Engagement & Development, and other staff at community events and special events, as assigned.
- Conduct prospect research and develop donor and funder briefs/reports.
- Assist with data and metrics reporting after each fundraising event.
- Participate in donor relationship cultivation.
- Provide administrative support for the Development Committee and Young Professionals Council.
- Other duties as assigned.

Education and Qualification:

- Demonstrated commitment to social justice and passion for the Georgia Appleseed mission.
- College degree preferred.
- 2+ years demonstrated experience working in development.
- Experience in nonprofit development with knowledge and understanding of fundraising fundamentals.
- Familiarity with the metro Atlanta philanthropic community and funding sources for nonprofits.
- Superior verbal and written communication skills.
- High aptitude for data management and technology systems, including proficiency with Microsoft Office 365, Google Suite, Constant Contact, social media platforms, and CRM/donor management software (Little Green Light a big plus).

Salary and Benefits:

- The salary is \$60,000-\$72,500 per year, depending on experience
- Group health, vision, and dental insurance premiums for employee, currently paid at 100%
- Life and disability insurance premiums for employee, currently paid at 100%
- 401k match, currently paid at 5%
- FSA and HSA plan options
- Free office parking
- Generous paid time off
- Hybrid in-office and remote work schedule

This is a full-time position located at 150 Interstate North Parkway, Atlanta 30339 in Cobb County. This job currently involves working from home Mondays and Fridays, and in the office Tuesday through Thursday. There may be some travel associated with the job.

How To Apply

Submit a letter of interest and resume to hr@gaappleseed.org. We will only consider applications with both items. This position will be filled as soon as a qualified applicant is identified and has accepted the position. No phone calls please.

Interviewed candidates may be asked to perform a skills assessment. Prior to employment, we will conduct a background check to verify prior employment, education, and criminal history, and candidates must provide proof of complete vaccination against COVID-19. Reasonable accommodations will be considered on a case-by-case basis for exemptions to the vaccination requirement in accordance with applicable law.

Georgia Appleseed Center for Law & Justice is an equal opportunity employer and will not discriminate against any job applicant or employee because of that person's race, color, sex, gender, gender identity, age, religion, national or ethnic origin, disability, sexual orientation, creed, citizenship, HIV status, or marital status. We recognize the value of diversity in the workplace and urge people in all protected groups to apply for employment. Reasonable accommodations will be made for individuals with mental or physical disabilities who are otherwise qualified to perform the essential duties and responsibilities of a given position in a satisfactory manner, provided the needed accommodation does not result in an undue hardship for Georgia Appleseed.