



Job Description – Development Associate

The Development Associate supports Equality Virginia’s (EV) philanthropic goals to raise our operating revenue and invest our network of staff, board, supporters in our mission and impact. The Development Associate will assist Executive Director with creating a culture of philanthropy for staff and board that encourages learning and transparency around development work. The Development Associate provides essential support to the Executive Director, guaranteeing all development data is accurate so that they can use it to inform strategy and track progress; providing excellent communications to inspire donors about our work; and, maintaining efficient systems to enable the staff to effectively manage donor relationships, activities, and communications.

Development Associate Responsibilities Include:

- Assist the Executive Director in implementing an annual comprehensive fundraising strategy that includes prospects, individual donors, and foundations.
- Track all solicitor and donor communication, progress and commitments, maintain up-to-date donor records, and provide Executive Director with progress to goal and benchmark information.
- Assist with scheduling donor meetings and prepare materials that synthesize relevant stories, testimonials, and data that reinforces the impact of philanthropy.
- Work with program staff to translate programmatic updates into donor-centric communications.
- Produce high-quality, written donor communications that maximize fundraising opportunities by drafting, proofreading, and editing direct mail solicitations, acknowledgement letters, email updates, website content, and personalized donor cultivation materials.
- Coordinate fundraising and cultivation events; work with program staff to ensure other events incorporate a donor perspective.
- Manage donor listings, prospect management reports, and overall gift analyses.
- Oversee gift processing, tracking, and acknowledgement procedures.
- Assist staff with grant proposals, and ensure all submission and reporting deadlines are met.
- Provide superior customer service to current and potential donors and supporters when responding to inquiries related to giving and other EV engagement opportunities.
- Coordinate communication with Board of Directors, including: monthly updates; schedule and provide logistical support for board meetings; assemble and distribute materials for meetings.

Minimum Requirements:

- Proficiency with basic office technology and information systems, online communications, word processing, spreadsheets, and video conferencing.
- A commitment to diversity, equity, and inclusion and an understanding that these values are central to the overall protection of LGBTQ equality.
- A personal approach that values the individual and respects differences of race, ethnicity and national origin, age, gender, sexual orientation, gender identity, religion, ability and socio-economic circumstance, and able to work with diverse individuals within the organization and broader community.
- Willingness and availability to travel throughout Virginia, and work occasional evenings and/or weekends as necessary.



Essential Skills and Abilities:

- Impeccable organizational skills and attention to detail. Ability to manage multiple moving parts and priorities, minimize errors, and learn quickly from mistakes.
- Ability to set priorities and meet deadlines on concurrent projects in a fast-paced environment.
- Ability to communicate quickly and effectively and possess the ability to differentiate communication methods and styles to appeal and engage diverse staff, board members, and members of the public.
- Possess excellent written communication skills and the ability to draft compelling email, proposal, grant, and other types of funding requests.
- Ability to utilize a donor-centric approach whenever possible and demonstrate a willingness to encourage this in others.
- Strong interpersonal skills and the ability to represent the organization to the public as well as interface with all levels of staff, interns, and volunteers while maintaining tact and diplomacy.
- Ability to take initiative to identify areas for improvement and initiate creative problem-solving tactics.

Desirable Experience, Skills, and Abilities:

- Belief that philanthropy and fund development are critical to strong organizational health and the ability to encourage a culture of philanthropy that promotes this idea.
- Experience with CRM databases, preferably in the development department of a non-profit organization (e.g. Raisers Edge, Bloomerang, Salsa, Every Action, etc.).
- Understanding of and adherence to the AFP Code of Ethical Principals and Standards.
- Ability to speak and/or write in Spanish, Korean, Vietnamese, Tagalog, Arabic or other language spoken by a language minority in Virginia.
- Valid Virginia Driver's license.

Benefits: We offer an excellent benefits package including: 100% medical, dental, and vision coverage, 401k plan with employer contribution, quarterly cell phone reimbursement, paid parking, generous paid time off and holidays, and a professional development stipend.

Salary: \$42,000-\$45,000

How to apply: Please submit your cover letter and resume to info@equalityvirginia.org, attention to Mx. Vee Lamneck. Note: "Application: Development Associate" in the subject of the email. Submit in digital format only, PDF preferred. This position is open until filled and applications will be reviewed on a rolling basis. All applicants will be notified once the position has been filled.

Equality Virginia is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity and expression, age, national origin, marital status, citizenship, disability, and veteran status and commit to comply with all applicable equal opportunity and nondiscrimination laws and to refrain from unlawful discrimination.