



Development Associate

Who we are:

In the fight for children's rights, Global Fund for Children champions bold ideas that would otherwise go unheard. We are the only global nonprofit dedicated to discovering, funding, and coaching truly community-based organizations that empower children and youth. More details about our programs and history can be found on our web site at www.globalfundforchildren.org. GFC seeks a Development Associate to join our six-person development team to contribute to a dynamic fundraising program.

The work of GFC is grounded in a set of values and organizational beliefs that provide a common starting point for all of our activities. You will join a multinational team of caring and committed individuals who believe in investing in bold ideas to help grassroots organizations deepen their impact and advocate for children's rights. We value collaboration, integrity, innovation, and impact and our partners' visions for change inspire all we do. At GFC, we look for talented individuals who are passionate about and who will strive to embody and model these values. Please, take a moment to make yourself familiar with these values and our mission statement before submitting your application.

Who we need:

The ideal candidate will grow the organization's donor base within our two primary portfolios of institutional and individual donors. This position will be supervised by the Director of Partnerships and works in collaboration with the Managing Director, Major Gifts Manager, communications team, and program staff. A successful candidate must excel in a fast-paced and evolving environment that values innovation, efficiency, collaboration, service, and social entrepreneurship. S/he,they must also have the proven ability to build relationships with donors as well as program staff, effectively communicate, and manage a high volume of details to support organizational fundraising. S/he/they will constantly strive to raise the bar of expectations for the development team leading to increased revenue and donor satisfaction.

What you'll do:

The Development Associate will:

- Support development staff with administrative duties, specifically with the cultivation and stewardship of institutional and major donors and prospects:
 - Capture interactions with donors and prospects in Raiser's Edge
 - Manage pipeline of major donor prospects
 - Assist with planning and execution of major donor outreach and events;
- Manage a portfolio of institutional donors, ensuring the highest level of donor care and stewardship:

- Liaise with program and finance staff to share grant requirements and reporting expectations, and ensure all deliverables are met
- Manage and prepare reports and other fundraising material as necessary
- Support grant management processes and systems, including renewals and follow-on funding requests
- Build new relationships with prospective donors including the creation of compelling concepts, proposals.
- Represent GFC's team, both internally and externally where opportunities arise, including donor meetings and conferences.
- Keep abreast of fundraising best practices and trends in the sector

What we're looking for:

- At least 2 years professional experience in fundraising, business development, partnerships engagement, or a related field
- Bachelor's degree in relevant field
- Familiarity with databases or ability to rapidly learn them, bonus for previous experience with Raiser's Edge software
- Excellent English writing, editing, and proofreading skills
- Highly organized, reliable, and able to set and balance multiple priorities
- Experience developing funding proposals
- Collaborative team player, relationship builder, and cross-cultural communicator
- Proactive approach; ability to learn and adapt quickly
- Knowledge of community-based and/or international development, children's rights, or other social justice issues
- Commitment to amplifying the voices of GFC's partners and youth; commitment to GFC's mission and values
- Ability to travel both domestically and internationally, with notice

Hours and Compensation:

Global Fund for Children offers a salary range of \$40,000 to \$50,000 for this role, as well as excellent benefits including generous paid time off, 100% employer-paid health insurance, and a 403b safe-harbor match plan.

How to apply:

Please send **(1) a cover letter, (2) a resume or curriculum vitae, and (3) a writing sample** to careers@globalfundforchildren.org with "Development Associate" in the subject line. Applicants must be legally eligible to work in the United States. Position is open until filled for immediate hire, and only short-listed candidates will be contacted.

We are committed to protecting the health and wellbeing of our team members and our community during the global coronavirus pandemic. Our full team is currently working from home. We have moved our meetings and events online. We therefore anticipate that the hiring process for this position will be virtual, and that the Development Associate will work remotely until it is safe to reopen our Washington, DC office.

GFC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.