DEVELOPMENT AND COMMUNICATIONS ASSOCIATE

Organization Overview
Public Allies is a national movement grounded in the conviction that everyone leads. We believe that everyone can make a difference and we seek to develop the innovative leadership needed to sustain a just and equitable society. Founded in 1992, Public Allies (publicallies.org) is a values-based, national leadership organization focused on developing a pipeline of diverse leaders to address the country’s most pressing issues. Public Allies currently operates a nationally recognized leadership development program in 24 cities and we are looking to grow our reach and develop new ways to achieve our mission.

Our network of 24 sites across the country represent the best and brightest young leaders and social justice advocates. Our Allies, (what we call our program participants) are deeply passionate artists, advocates, and activists who learn our leadership development model and work to advance equity through a range of avenues. We currently have over 8,000 alumni in a variety of professional areas and levels, including education, community development, general nonprofits, government, and business changing the face and practice of leadership.

Position Overview
The Development Associate is a member of Public Allies’ Development Team and will be engaged in all aspects of fund development and communications. Reporting to the Vice President for Strategy and Development, this position will support the work of leadership through a variety of duties including donor presentation materials, digital communications, online giving campaigns, development collateral, prospect research, proposal development and grant reporting. This position is an excellent opportunity for someone who is interested in fundraising, donor relations and nonprofit communication and management. This position provides a great opportunity for an ambitious professional to gain significant experience in, and responsibility for, all aspects of nonprofit fundraising and communications, while working with a collegial team of experienced, committed, and mission-driven Development professionals.

Key Responsibilities:
- Develop mission-centered materials and content for promoting and sharing Public Allies impact quarterly newsletters, monthly eblasts, donor communications, and social media.
- Support the Vice President with website content and updates via Wordpress.
- Collaborate with national and local staff to gather, write and edit stories of impact for multiple mediums
- Create, design, and edit initial drafts and correspondence such as letters, reports, presentations for donors and proposals
- Organize and implement online giving campaigns
- Ensure the Development team are prepared for meetings through research, material creation and prospect briefings.
- Support the development, coordination and submission of grant proposals and reports.
- Research foundation, corporate, government and individual prospects.
- Maintain accurate donor records in enterprise CRM.
Qualifications: The ideal candidate will possess:

- A Bachelor’s Degree
- 3+ years nonprofit fundraising or foundation experience
- Superior writing skills – proposal writing experience preferred
- Experience working with CRM systems -- Salesforce experience/expertise preferred
- Experience with prospect research and online fundraising campaigns
- A passion for Public Allies’ vision of creating a just and equitable society and a commitment to social, economic, and racial justice
- Strong work ethic and experience in working collaboratively with a team
- Experience working in multicultural environments
- Ability to learn quickly, juggle multiple tasks, prioritize effectively, and meet deadlines
- Ability to work independently and collaboratively
- National service experience a plus

While this description is intended to be an accurate reflection of the current position, it is not necessarily exhaustive of all responsibilities, duties, effort, requirements or expectations of this position. Management reserves the right to revise or amend this description to include or remove tasks as circumstances change and the needs of PA so dictate. This is a full-time position with health, dental, vacation, and 401(K) benefits.

Public Allies, Inc. is an equal opportunity employer committed to diversity and inclusion in the workplace.

Application Instructions
Interested applicants should email their resume and cover letter to jobs@publicallies.org with the subject line “Development and Communications Associate” by January 17, 2020. This position will be filled as soon as the right candidate is identified.