



Development Associate

Bring your talents to Volunteer Fairfax where you can make an extraordinary community impact as a Development Associate.

We are looking for a passionate and energetic community-minded person with a combination of excellent fundraising, communication, and organizational skills to join our Development Team. The Development Associate has a pivotal role in the financial sustainability and future viability of our organization. If you want to make a positive difference and lasting impact in developing and supporting civic engagement, come join our small but mighty team which consists of a Director of Development, a part-time Grants Administrator, and a seasonal intern.

This position will provide the selected candidate with substantial experience in nonprofit development and management, proposal writing, event planning, researching donor prospects, solicitation strategizing, in addition to gaining valuable experience working in the region's leading volunteer agency. Volunteer Fairfax is an excellent training ground and has launched the careers of many local nonprofit leaders.

The Development Associate will have the poise and professional demeanor to interface with key stakeholders such as the Board of Directors, supporters, volunteers, and the larger community. The ideal candidate will have one to two years of experience working in nonprofit fundraising. The Development Associate reports directly to the Director of Development.

The Development Associate will aid with the departments core functions—government, corporate, foundation, and individual fundraising, and events that support resource development.

Core Responsibilities

We encourage and value innovation and creativity in our work and there is an expectation that the Development Associate will contribute toward innovative approaches to enhance our outreach to key stakeholders.

Duties include, but are not limited to the following:

- Maintain all aspects of donor database, including lead gift acknowledgment and weekly updating of the Development Team's dashboard.
- Perform data analysis for annual appeal and other fundraising campaigns and be an active member in the launch of these resource development campaigns.

Volunteer Fairfax is an Equal Opportunity Employer. At Volunteer Fairfax, diversity, inclusion, and equal opportunity apply to both our workforce and the communities we serve. www.volunteerfairfax.org

- Assist with and take part in corporate partnership development including meetings and benefit fulfillment.
- Support major gifts program including data management and communication touchpoints.
- Research and prepare background briefs on individual, foundation, and corporate prospects and possible grant applications.
- Help with and collaborate on the submission of proposals for, and reports relating to, foundation, corporate, and government funding requests.
- Coordinate with Communications and Marketing Team on social media, collateral, and web content to promote fundraising campaigns and events.
- Support Board member stewardship calls, interactions, and requests, and attend monthly Development Committee meetings.
- Support government funder requests.
- Organize fundraising and recognition events.
- Draft and proofread professional correspondence.
- Other duties as assigned.

Strong Work Ethic:

- Outstanding organizational and project management skills with ability to manage multiple and diverse projects simultaneously to meet deadlines and adjust to changing priorities.
- Exceptional people skills, including a willingness to listen to stakeholders and learn from their best ideas and to be able to motivate and inspire others.
- Ability to work independently, but to also collaborate and serve as a member of a dynamic team.
- Ability to keep confidentiality with donor information.

Qualifications

Education & Experience:

- 1-2 year's work experience in nonprofit fund development. (Required)
- Excellent written and verbal communication and presentation skills with impeccable attention to detail. (Required)
- Solid knowledge of MS Office Suite. Working experience with SharePoint a plus.
- Familiarity with managing and maintaining donor management systems, such as Bloomerang or another brand-recognized software package.
- Bachelor's Degree.
- Prior experience with fundraising event planning desirable.
- Must be 18 years or older and authorized to work in the United States.

Career Development

This position is an excellent advancement opportunity for an individual interested in the field of fund development and the social impact sector.

Office Location

Volunteer Fairfax has moved into new, modern office space in Fairfax, Virginia which fosters a creative, collaborative environment. As such, our new hybrid approach requires in-office attendance at least two days per week with Wednesday being a mandatory in-office day.

Application Deadline

Open until filled. Interviewing will start immediately.

Salary

\$42,000-\$46,000 based on a 40-hour work week with 1-hour for lunch daily.
Commensurate with experience.

Benefits

Volunteer Fairfax offers a comprehensive benefits package, which includes 75% coverage of employee medical insurance (including dental and vision), 50% premium coverage of employee's medical insurance (including dental and vision) for family; short-term disability, long-term disability and life insurance; Simple IRA with up to 3% match; vacation and sick leave; paid time-off to volunteer in the community each quarter; flexible scheduling; and professional development opportunities.

How to Apply

Email a cover letter, resume, and 1-2 page writing sample to Marianne Alicona, Director of Development, malicon@volunteerfairfax.org. In the subject line of your email, please include "Development Associate-your last name." Resumes will be reviewed on an ongoing basis. No phone calls will be accepted or answered.

Volunteer Fairfax is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Volunteer Fairfax amplifies community impact through targeted matching of volunteer resources to community needs in Fairfax County and the National Capital Region. We are dedicated to promoting civic engagement to all ages and carrying the ethic of volunteerism to future generations through our programs and public awareness activities.

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