



Position Title: Development Associate

Schedule: Full-time with benefits

Location: Washington, DC 20005.

Functional and Relational Responsibilities: Reports to the Vice President for Development and External Relations. Works in partnership with the other departments within SVA.

Education: Bachelor's degree or higher.

Experience: This individual should have a core understanding of fundraising best practices and be able to learn quickly, including being able to implement development plans, meet quarterly and annual goals, and grow into a thought leader capable of building out larger-scale strategies.

Summary: SVA is seeking an energetic, ambitious, detail and goal-oriented Development Associate to join our team. The professional who will join our hardworking and dedicated team will be driven to produce results, skilled at balancing multiple projects, have a sense of urgency to accomplish the things that enable SVA to accomplish our mission, and able to work effectively independently and as part of a team.

Responsibilities

- Collaborate with the Executive Leadership Team and the development team in the planning and implementation of fundraising strategies.
- Maintain relationships with current funders and sponsors in order to ensure the fulfillment of deliverables and sponsorship renewals.
- Draft solicitation letters, organize lists, conduct research on existing and potential funders, maintain donor database and track all fundraising activity, process invoices, agreements and other relevant documentation, and produce relevant reporting.
- Draft letters of intent, proposal, application and reports to foundation funders. Assemble supporting materials as required and manage the submission process.
- Manage, prospect, solicit, and steward a portfolio of individual major and minor gift prospects.
- Develop and implement customized strategies for VP, EVP and CEO to cultivate, solicit, and steward top prospects. Manage and support VP, EVP, and CEO's donor visits, including pre-visit research and strategy, follow-up, gift documentation.
- Assist with preparation of proposals, and associated documentation.
- Assist with program marketing initiatives and special events.
- Provides support to various stakeholders that are using SVA's crowdfunding platform, Classy.
- Assist with scheduling for the VP of Development and External Relations and EVP for meetings, calls, presentations, and other engagements.
- Other duties as assigned.

Skills and Qualifications

- 3+ years of nonprofit fund-raising development experience.
- Excellent written and verbal communications skills. Ability to communicate with individuals at all levels in the organization and with external business contacts in an articulate, professional manner. Strong "people skills" to communicate professionally and convincingly with donors.
- Well-developed customer service orientation.
- Proficient in Microsoft Office, and experience using Salesforce CRM is a plus.
- Strong project management skills: successful experience prioritizing and managing multiple tasks efficiently, as well as completing follow-up.
- Candidates who are veterans or immediate family members of veterans or serving members of the military are strongly encouraged to apply.

[Apply online through Indeed.com](https://www.indeed.com)