

## Development Associate Job Description

The **Development Associate** (DA) has duties related to fundraising, grant writing, and general development support. The DA is one of the staff members responsible for helping WEC reach its ambitious fundraising goals. This individual reports to the Director of Development and often works with other team members on major projects.

This is a part-time (20 hour/week), non-exempt position.

**Schedule:** The typical schedule is in-person, Monday-Friday, with the option of certain remote days based on workload. Must be able to staff occasional weekday and weekend meetings and events (usually no more than twice a month).

**Preferred Start Date:** July 20th

**Compensation:** \$23.08-\$24.04/hour.

**Benefits:** All employees have the option to enroll in a SIMPLE IRA retirement plan with an employer match of up to 3%.

**Perks:** Free English group classes or one-on-one tutoring for the employee or one immediate family member each term.

### Job Duties:

#### Development Support

- Prepare donor acknowledgement letters
- Maintain accuracy of names, contact information, and other details in donor database
- Design and update visually engaging materials (social media posts, flyers, etc.) to support fundraising efforts
- Manage guest lists and name badges for events, as well as assisting with printed programs and other handouts
- Assist with preparation for and provide day-of event support at development events, including "Associate Board" meetings and fundraisers, fundraisers in donor homes, and various seasonal fundraisers
- Other duties as assigned

#### Grant Writing

- Identify new opportunities for private foundation support, including submitting letters of inquiry to relevant foundations
- Review and refresh prior grant applications to reflect most up-to-date data on WEC's programs and impact

#### Professional Development:

- Participate in professional development related to job functions (including development-related workshops, trainings, and/or webinars)

Required Qualifications:

- Professional working proficiency in English
- Strong written, organizational, and interpersonal skills
- Strong computer skills, especially using Google Suite

Desired Qualifications:

- Interest in a career in nonprofits, especially development work
- Experience with Canva, Adobe, and/or WordPress

**How to apply:**

Interested candidates should send their resume, cover letter, and brief (under 1-page) writing sample addressed to Phillip Carlisle at [hire@washingtonenglish.org](mailto:hire@washingtonenglish.org). Please include "Development Associate" in the email subject line. Review of applications will begin on Friday, June 26.

WEC is an equal opportunity employer. WEC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or any other characteristic protected by law.