



Job Opening

DEVELOPMENT ASSOCIATE

Job Title: Development Associate
Reports to: Associate Director of Development
Location: Central Los Angeles
FLSA Status: Full Time, Hourly, Year-Round, \$20-23/hr DOE

SUMMARY: Reporting to the Associate Director of Development, the Development Associate manages Bresee's grants program, solicits funding from private and corporate donors, and serves as a key member of Bresee's development team.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES: The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Foundation and Corporate Grants Management (40%)
 - In partnership with the Associate Director of Development, cultivate and steward relationships with foundations and corporate funders
 - Maintain an up-to-date grants calendar to track submission and reporting deadlines
 - Perform prospect research to identify potential funding sources and opportunities
 - Coordinate activities needed to support timely grant submission and reporting (e.g. communication with foundations, requests for program data, etc.)
 - Maintain up-to-date supporting materials for grant submissions, including financial and governance documents (e.g. program budgets, board lists)
 - Maintain accurate institutional donor records in the database and paper filing system
 - Oversee grant acknowledgement process (running letters and sending emails)
 - Coordinate the development department's story bank, soliciting anecdotal evidence from program staff to use in fundraising and communications materials
- Grant Writing and Reporting (40%)
 - Research and draft compelling grant narratives for submission to private, community, and corporate foundations
 - Prepare and submit required reports for foundation and corporate grants
 - Proofread and edit written materials drafted by other members of the development team, including grants, reports, and marketing collateral
- Vision and Strategy (10%)
 - Serve as a key thought partner during team planning, decision-making, and the continual improvement process
 - In collaboration with the Associate Director of Development, develop and propose annual strategy for fundraising from institutional donors
 - Participate as a member of the Communications team to grow Bresee's capacity to

- deliver persuasive and impactful messaging and materials for all audiences
- Development Department Support (10%)
 - Provide support as needed for special events, board meetings, etc.
 - Participate and contribute during team meetings, all-staff meetings, and other Bresee, collaborative partner or community meetings as requested.

EDUCATION/EXPERIENCE/QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Must hold Bachelor's degree from an accredited college or university.
- At least 1 year of experience in grant writing and reporting preferred.
- Must be highly organized, with special attention to detail and accuracy.
- Must have strong verbal and written communication skills in English.
- Must be able to clearly articulate Bresee's message and program-specific information.
- Must have demonstrated experience working with urban youth and families, sensitivity to multicultural issues, and comfort working in multicultural, urban environment.
- Must have outstanding teamwork, interpersonal relationship, and active listening skills.
- Must have good organizational and time management skills.
- Must be able to exercise good judgment, discretion, and confidentiality.
- Must demonstrate computer competency with Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; and database systems.
- Previous database experience strongly preferred.
- Must support Bresee's procedures and policies.
- Must submit to and successfully pass a criminal history background check.
- Must understand and support Foundation's *Vision, Mission, and Values Statement*.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects, and drive. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.

WORKING LOCATION: Location is based on a percentage of where work time is spent.

In office 95%, out of office 5%. Indoors 95%, outdoors 5%.

HOURS AND BENEFITS: Full-time position, occasional weekend and evening hours will be necessary. Benefits include medical and dental plans; vacation, holiday, and sick pay; and 401k type pension plan.

TO APPLY: Submit cover letter and resume to jobs@bresee.org by January 26, 2018 with the Subject Line: Development Associate.