

Senior Development Associate

Tax Foundation <http://www.taxfoundation.org/>

The Tax Foundation seeks a Senior Development Associate.

The qualified candidate for this position will possess:

- At least three years experience of successful nonprofit fundraising through various channels, with advanced experience in *at least two* of the following fund development vehicles:
 - Corporate membership building
 - Large Event planning
 - Foundation grant writing
 - Planned Giving
- Superb writing skills; must be able to absorb and synthesize complex material, then develop and edit written proposals and other fundraising materials in a timely manner;
- Strong understanding of donor/stakeholder cultivation and stewardship with demonstrated success in developing and maintaining such relationships;
- Demonstrated ability to influence external and internal audiences while dealing with sensitive subject matter;
- Strong critical thinking skills, supplemented by capacity to analyze and interpret statistical data and financial acumen;
- Proficiency in Microsoft Office, ability to learn new software/technology systems;
- Strong organization and time management skills, with ability to work well under deadlines/pressure, handle high work load, and adapt to changing requirements;
- Outstanding oral communication & interpersonal skills;
- Ability to work independently and as part of a team

Responsibilities of the Senior Development Associate may include, but are not limited to:

- Prepare and maintain corresponding project budgets.

Donor Cultivation & Outreach

- Assist in donor cultivation through preparation and execution of donor appeals, major gift/event sponsorship proposals, creative donor acknowledgements, etc.;
- Represent mission and programs to donors and stakeholders;
- Assist in planning and execution of fundraising events and external activities;
- Provide support to the Development Director as it relates to their annual fundraising initiatives;

Prospect Research

- Identify potential new resources and revenue opportunities;

Revenue Analysis

- Report on results of development/outreach efforts monthly (i.e., revenues committed/received, updates on year-end projections, return rates on development-related activities);
- With other development staff , accountant & Development Director ensure proper donation processing and reporting, and compliance with tax and other legal obligations as it pertains to contributions;
- Other duties as assigned;
- Minimal travel may be required.

How to Apply

Applicants should submit a cover letter, resume/CV, two (2) writing samples, two professional references and salary expectations to claire@talentmarket.org.