

WORKING PARTNERSHIPS USA

Job Announcement Development Associate

THE OPPORTUNITY

Working Partnerships USA seeks a Development Associate to join our team. Our Development Associate will be responsible for driving external communications and messaging, grants management, donor recruitment and cultivation, and grant writing. The position is situated in our operations team, and will join our talented team of community leaders and organizers dedicated to the fight for racial and economic justice in Silicon Valley. The position is a full-time, exempt position with a generous benefit package and is based in San Jose, California.

THE ORGANIZATION

Working Partnerships USA is a community organization bringing together the power of grassroots organizing and public policy innovation to drive the movement for a just economy. We build the capacity of workers, low-income neighborhoods and communities of color to lead and govern. Based in Silicon Valley, we tackle the root causes of inequality and poverty by leading collaborative campaigns for quality jobs, healthy communities, equitable growth and a democracy that works for all. We are co-founders of Silicon Valley Rising which is fighting to inspire the tech industry to build an inclusive, middle class.

POSITION SUMMARY

The primary responsibility of this position is fund development work including grants coordination and administration; proposal writing, editing and drafting; donor tracking and management; and donor engagement. This position also plays an important role increasing the visibility of our core programs and campaigns via donor communications, marketing and donor materials and gaining earned media.

Excellent writing skills are essential as this position will serve a major role in communicating to external audiences, including donors, about our work. This position also requires excellent project management skills to coordinate teams implementing complex projects with tight timelines and a high level of attention to detail.

KEY RESPONSIBILITIES

Development and grants management:

- Coordinate and execute proposal writing for the organization, including reports and proposals, to secure funding support and communicate effectively with donors
- Serve in leadership capacity for donor tracking and management, donor acquisition and communications
- Increase effectiveness of organizational systems through creation of new processes and tools for effective donor acquisition and management
- Execute quarterly donor events and activities, including providing leadership role in organizing the annual *Champions for Change* fundraising event
- With executive team, maintain donor relationships and communications including written updates, reporting, invitations to events, etc.
- Coordinate and provide support to the executive director, development team, and board for fund development activities as needed

- Oversee production and packaging of marketing and donor materials
- Maintain donor-related portion of our database of online supporters
- Build our online fundraising reach
- Cultivate and engage our community of donors/prospective donors on Facebook and Twitter

Communications support:

- Provide support to execute communications activities related to our campaigns and program work
- Oversee production and packaging of marketing and donor materials
- Write and edit traditional communications such as op-eds, press releases, flyers and such
- Pitch op-eds and other stories to local and national press; maintain local and national press contacts database

QUALIFICATIONS

- Demonstrated commitment to racial and economic justice, the labor movement, and our mission
- 3-5 years of work experience, ideally working in a community organization, union, or social/racial justice non-profit
- *Exceptional* written and oral communication skills
- Inquisitive, flexible and adaptable with strong initiative and follow through skills
- Strong computer and digital skills, including proficiency in social media (facebook, twitter)
- Excellent attention to detail
- Excels at operating in a fast-paced, highly collaborative, campaign environment
- Bi-lingual in Spanish and/or Vietnamese desired
- Ability to work nights and weekends regularly as needed
- Excellent people manager, open to direction with collaborative work style and commitment to get the job done
- Ability to challenge and debate issues of importance to the organization
- Persuasive with details and facts

SALARY AND BENEFITS

Annual salary for this position starts at \$55,000 and will be based on experience. Generous benefits package, including full family health insurance and 401(k). This is a full-time, exempt position and an excellent opportunity for those seeking career advancement over time.

APPLICATION PROCESS

Please submit your resume and cover letter to jobs@wpusa.org to be considered for this position.

Working Partnerships USA is an affirmative action employer, and we strongly encourage women, people of color, LGBTQ, and all qualified persons to apply for this position. We therefore make special efforts to recruit individuals from groups that are historically under-represented in professional environments, or that suffer broader societal discrimination.