

**New England Institute of Technology  
Center for Technology & Industry**

**JOB TITLE:** Development Associate

**ACCOUNTABILITY:** Reports to the Vice President of Workforce Development & Community Relations

**RESPONSIBILITIES:** Support the institution's fundraising and development efforts through grant writing, grant management, donor communications, and fundraising activities. Assist leadership in identifying funding opportunities, preparing proposals, maintaining accurate records, and contributing to the overall advancement strategy of the organization.

**ESSENTIAL JOB FUNCTIONS:**

1. Build and maintain relationships with donors, funders, and community partners.
2. Maintain donor database records, ensuring accuracy and confidentiality.
3. Assist in planning and executing fundraising events, campaigns, and community engagement efforts.
4. Develop fundraising materials such as appeal letters, case statements, donor updates, and annual reports.
5. Collaborate with internal departments to collect necessary data, stories, and outcomes for grants and fundraising.
6. Support strategic planning around fundraising goals, development strategies, and institutional advancement.
7. Research, identify, and pursue funding opportunities from foundations, corporations, government agencies, and individual donors.
8. Write compelling grant proposals, letters of inquiry, sponsorship requests, and donor communications.
9. Manage all awarded grants, including compliance, budget tracking, required reporting, and documentation.
10. Maintain a grants and fundraising calendar to ensure timely submission and reporting requirements.
11. Other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** The individual must possess the knowledge, skills, and abilities, or be able to explain and demonstrate the ability to perform the essential functions with or without reasonable accommodation.

- Strong written communication skills, particularly in crafting clear, persuasive proposals.
- Excellent research and organizational abilities with strong attention to detail.
- Ability to manage multiple tasks, deadlines, and requests in a fast-paced environment.
- Proficiency with Microsoft Word, Excel, PowerPoint, and database or CRM systems.
- Strong interpersonal skills and the ability to work collaboratively across departments.
- Self-motivated with the ability to work independently and take initiative.

- Professionalism, discretion, and commitment to confidentiality.
- Maintains appropriate professional dress, appearance, and conduct as outlined in the Employee Handbook.

**QUALIFICATION STANDARDS:** Provides documentation of education, experience, and résumé. A minimum of a **Bachelor's Degree** in Communications, English, Nonprofit Management, Business, or a related field is preferred.

At least **2–3 years of experience** in fundraising and development. Grant writing is also strongly desired. Equivalent experience will be considered.

*Salary Range: \$55,000 - \$75,000 – salary commensurate with experience*