

Associate, Resource Development - Silver Spring, Maryland or San Diego, California

Global Communities works at the intersection of humanitarian assistance, sustainable development and financial inclusion to save lives, advance equity and secure strong futures. We support communities at the forefront of their own development in more than 35 countries, partnering with local leaders, governments, civil society and the private sector to achieve a shared vision of a more just, prosperous and equitable global community.

Global Communities is seeking an Associate, Resource Development to join the Strategic, Growth & Partnership team. This position may be based at the headquarters in Silver Spring, Maryland or San Diego, California.

The Associate functions as the principal support for the Private Engagement team within the Office of Strategic Growth and Partnership. This team is responsible for business development, fundraising and building partnerships and relationships with individual donors, foundations, and corporations. The Associate supports resource mobilization, database and communications, revenue and donor reporting, and general administrative tasks.

Responsibilities

Responsibility Area: Resource Mobilization

- Work with finance and the private engagement team to manage and reconcile donations received via check, credit card or wire on a regular basis, assign correct cost centers and enter relevant information. Ensure proper documentation and processing of private donations.
- Manage private donor thank you and acknowledgement communications.
- Oversee online fundraising payment platforms and synchronization with Salesforce.
- Contact donors for new payment information and provide general support and respond to questions.
- Support the identification and preparation of pursuit of private partnerships as well as sponsorship and grant proposals to private individual donors, private and corporate foundations.
- Research and draft private sector landscape reports and analyses.
- Research potential top private donors, grant opportunities, foundations and corporations' interests and initiatives.
- Research and prepare background information for meetings.
- Conduct due diligence screening and submit reports.
- Create top donor profiles with wealth screening engine.
- Create donor reports based on Salesforce and other donor dashboards.

- Review and maintain all administrative proposal documents and assist in ensuring that deadlines are met.
- Complete online application forms for grants and proposals.
- Participate in departmental team meetings which can include donor strategy meetings, country strategy meetings, technical strategy meetings, and meetings with prospective partners.

Responsibility Area: Database and Communications

- Function as the liaison with IT to maintain the department's document management systems including Salesforce and SharePoint.
- Manage the Salesforce database as it pertains to private engagement activities and create pipelines based on research by location and technical area. • Support Salesforce and other data management systems and processes, assisting with data entry, analysis and report generation.
- Support the development of communication materials including capacity statements, program information and fact sheets, and presentations.
- Participate in Salesforce Steering Committee meetings as needed and accurately represent the department's Salesforce needs in intra- and inter-departmental decision making.
- Support training of staff in use of Salesforce.
- Create reports and dashboards for the Private Engagement team as requested and proactively develop new reports and dashboards to support the team.
- Support the development of communication materials including donor reports, materials and presentations

Responsibility Area: Revenue and Donor List Reporting

- Run targeted and accurate mailing lists for engagement events and campaigns.
- Maintain, deduplicate and clean donor records on a regular basis.
- Set up lead reports and convert leads to contacts using Pardot.
- Provide accurate revenue reports, donor information, etc. as requested for both internal use, external reporting, and Board reporting.
- Create and maintain customized reports for departmental account management needs.
- Manage travel requests and expense reports through Concur.
- Provide logistical support for meetings and trainings.
- Support regular meetings (e.g., scheduling, sending out invitations, setting up meetings, ordering food and taking notes).
- Process procurements, contracts and vendor payments.
- Assist with vendor outreach, obtaining bids and contractor job postings in coordination with the Contracts and HR teams.

Position Special Responsibilities:

- Travel locally for events approximately 5% of the time.
- Promote a culture of excellence, inclusion, learning, support, diversity and innovation.
- Other duties as assigned.

Knowledge, Skills and Abilities

- General knowledge of donor/grants management principles.
- Ability to be entrepreneurial in handling multiple tasks and projects and meeting established goals with specific time frames.
- Strong proficiency in English with excellent oral and written communication skills.
- Demonstrated research skills, including the ability to research ideas and compose clear, concise, structured, and persuasive pitches/concepts for presentations to internal and external stakeholders.
- Strong interpersonal skills, with the ability to work independently or with a team.
- Ability to work with a diverse constituency of donors/partners.
- Self-starting skills, detail oriented, creativity, and the ability to express ideas, recognize opportunities, and communicate goals and objectives clearly.
- Advanced computer skills in a Windows-based environment including Word, Outlook, PowerPoint, Excel, and SharePoint.

Qualifications

- Undergraduate degree in a related field or a minimum of four years of related work experience.
- Experience using CRM system, ideally Salesforce, or another database used in the nonprofit or sales industry preferred.
- Nonprofit work experience is a plus.
- A passion for the mission and values of Global Communities.
- Must have U.S. work authorization.

Salary Range: \$50,800.00 - \$76,200.00

Global Communities is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.