

## Development Associate - Job Description

### Background

The Nephrotic Syndrome Foundation is looking for a motivated, independent, organized and compassionate professional to support the development arm of our organization and augment the work of the Founder in securing funding to support the Foundation's mission. The Nephrotic Syndrome Foundation is in the early stages of growth, and we are looking for a dynamic individual who has the experience and passion to take our Foundation to the next level. The individual in this role will be a critical player in the success of NSF as we seek funding needed to grow.

### Job Profile Summary

The Development Associate will work closely with the President of the Foundation to support her major and principal gift fundraising activity, holding primary responsibility for prospecting, identifying and applying for grants, focusing primarily on first year / new opportunities within the private / family foundation sector. The Development Associate is responsible for researching opportunities, reviewing opportunities with the President of the Foundation, seeking, and scheduling fundraising appointments with donors, preparing briefing materials, coordinating meeting follow-up including the preparation of thank you letters, the scheduling of meetings with others to help develop next steps, the scheduling of small events, the drafting of proposals and drafting and submitting final award reports. The Development Associate will assist the President in researching / identifying prospects, ensuring deadlines for next steps are met, and that performance metrics are exceeded. The Development Associate will be entrusted to work across the organization, and at all levels to complete tasks as assigned by the President in a timely and collegial fashion. This is a perfect opportunity for a person who aspires to be a Development Manager / Major Gifts Officer in 2-3 years.

**Hours & Commitment:** Applicants should be able to offer a minimum of 20-25 hours a week, bringing energy, passion, commitment and determination to the role. Hours, roles & responsibilities can be adjusted for the right candidate based on expertise and personal situation. Compensation will depend on candidate qualifications.

### Education / Experience

- Minimum of BS Degree
- 2+ years of experience as a fundraiser and / or in a fundraising related function including donor relations, annual giving, alumni relations, or events.

### Skills

- Excellent writing skills including demonstrated ability to create correspondence with impeccable grammar. Effective and efficient proofreader and editor of others' written material.
- Knowledge of "moves management" in major gift fundraising, and an ability to apply with a large and diverse group of donors and potential donors.
- Knowledge of & ability to efficiently navigate grant databases & research opportunities.
- High level of proficiency using AI as a tool.
- Proven ability to meet deliverables, stay organized and driven in a dynamic environment.
- Excellent interpersonal communication and organizational skills.
- Ability to work both independently and collaboratively within a team environment.

- Skilled self starter with ability to multitask in a fast paced deadline oriented environment.
- Attention to detail and professionalism at all times, essential.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain a positive and professional attitude while working with Foundation staff at all levels.
- Demonstrated project management skills.
- Highest level of proficiency in all office functions and applications including primarily the Google Suite (sheets, documents and slides), Word, Excel, Powerpoint and Outlook.

## **Essential Job Functions**

- Research new funding opportunities, building a pipeline of potential prospects. This will include qualifying prospects, quantifying and prioritizing opportunities, reviewing and providing suggestions for approach and next steps, forecasting and managing execution of pipeline.
- Manage / support all aspects of development, writing introduction emails, requests for support, drafting grant applications, compiling requested information, and following up on submissions.
- Manage President's time / priorities as it relates to funding opportunities, including deadlines for applications ensuring the President has what she needs. This will include tracking next steps for each prospect and providing assistance with both prep materials and follow-up related to upcoming meetings, stewardship opportunities and grant deadlines. Suggest next steps with regards to opportunities, grants, donor engagement and one-off projects.
- Work with the President to coordinate donor engagement activities that deepen donors' knowledge of Nephrotic Syndrome and the impact of their potential gifts. This will involve working with colleagues across NSF to identify / confirm dates for meetings and events, providing assistance with the preparation of briefing, updating spreadsheets / creating documentation related to prospects, opportunities or impact on a regular basis.
- Prepare materials for meetings with donors, including drafting introduction letters / emails and reports after verbal briefing with the President.
- Prepare draft grant applications, including compiling / preparing required supporting documentation.
- Update prospect information related to proposals, outreach, and stewardship plans, interactions with donors / funding organizations in pipeline.
- Prepare and submit post award reports.
- Lead / execute on other projects as designed by the President or Assistant Director.
- Work in partnership with colleagues across the organization.
- To the extent time allows, work with the local community to identify corporate sponsors and opportunities, negotiate involvement in events and secure potential partnerships.
- Correspond with patient families with compassion, respect and understanding to further our reach and impact as it relates to fundraising and development.

**Impact & Community:** This candidate will be a key part of The Nephrotic Syndrome Foundation and the purposeful work we do to serve children battling Nephrotic Syndrome. This role has the potential to touch hundreds of children and families, changing the world by securing funding for us to provide groundbreaking support to those in need - when nothing of its kind exists. Our perfect candidate will bring drive, passion, dedication and compassion to the role. They are an undeterred, dynamic self-starter with clear organizational skills who will bring warmth, determination and professionalism to this role as they make a difference for children and families.