



JOB POSTING: Development Associate, Institutional Giving

Neighborhood Trust seeks a Development Associate for Institutional Giving to join its growing External Relations team and to manage and grow the \$3M+ foundation and corporate giving program. The Development Associate for Institutional Giving will report to the Director of External Relations, work closely with the other Development Associates and share directly in the department's responsibility to fundraise from foundation, corporate, government and individual sources.

We seek an outstanding talent with fundraising experience who is eager to contribute, ready to learn and grow along with the organization as we pursue scale. The ideal candidate is a strong writer, loves systems and process, is extremely organized, takes initiative, and has a demonstrated passion for Neighborhood Trust's mission.

ABOUT NEIGHBORHOOD TRUST

Neighborhood Trust's mission is to empower low-income individuals to become productive participants in the U.S. financial system and achieve their financial goals. In 2016 Neighborhood Trust served over 6,500 clients via our specially trained corps of 20+ Financial Advisors and we are regarded as an industry leader in the financial empowerment field. Today, we are cultivating our model as a scalable social venture that encourages financial services innovation. We are growing quickly with strong support from leading foundations, and strategic partnerships helping us achieve national visibility.

For more information visit: neighborhoodtrust.org.

POSITION RESPONSIBILITIES

This is a critical role on the External Relations team to manage and grow the institutional giving program, which includes foundation and corporate supporters. Specific responsibilities include:

- **Grant Proposal Development and Submission**
 - Project lead on grant writing and submission, including:
 - Gathering necessary data from relevant Neighborhood Trust program and finance teams;
 - Writing, editing, proofing, and gathering original content and supplemental materials;
 - Packaging and submitting proposals electronically or physically.
 - Maintain detailed proposal pipeline and data in Salesforce.
- **Grant Reporting and Engagement**
 - With the Director of External Relations and CEO, actively manages all foundation and corporate relationships. This work includes:
 - Writing clear and compelling reports on progress to date;
 - Proactively engaging current program officers ;
 - Gathering information on program implementation from other Neighborhood Trust staff;
 - Maintain detailed report pipeline and data in Salesforce.
- **Project & Relationship Management**

- Uses effective organizational and project management tools to manage the institutional fundraising plan to meet all proposal and report deadlines.
- Ensures that all contact history, documentation and tasks are updated in Salesforce database to provide single source of information for department.
- Produces regular reports from Salesforce to monitor performance against monthly goals for revenue raised, reports and proposals submitted.
- **Prospect Research and Cultivation**
 - Uses research to build current pipeline of funding prospects to grow institutional revenue stream.
 - Creates comprehensive profiles of funding prospects to conceptualize the 'pitch' based on the interests of prospective funders.
 - Designs and produces relevant materials for funder meetings.
 - Assists in scheduling and organizing cultivation calls and meetings, attending meetings and making presentations as necessary

SKILLS AND EXPERIENCE

- 3-5 years of work experience in fundraising, business, financial empowerment, nonprofit management or operations, or other related field.
- Superior written and verbal communication skills. Ability to effectively deliver complex, technical ideas in a compelling form.
- Bachelor's degree in relevant discipline.
- Strong attention to detail and ability to meet deadlines.
- Experience with CRM / donor management databases essential.
- Entrepreneurial spirit and professional maturity; ability to work independently, think creatively, and know when to seek support.
- Collaborative work style and team ethic.
- Ability to adapt to a rapidly changing environment.
- Public speaking/ presentation experience.
- Fluency in Spanish is a plus.

SALARY

Commensurate with experience. Competitive benefits package offered.

TO APPLY

Neighborhood Trust is committed to a workplace culture of collaboration and respect. We are dedicated to ongoing professional development for our employees, supporting career growth and opportunities for advancement within the organization. To apply please send **resume**, **cover letter**, **writing sample**, and **salary requirements** to hr@neighborhoodtrust.org. Include "Development Associate, Institutional Giving" in the subject line of the email.