**Position Description**

# Development Associate

**Overview**

LAPA Fundraising (and our sister agency, NonProfit Innovations, Inc.) provides fundraising counsel to a wide variety of nonprofit organizations in the health and human services, religion, arts & culture, environmental, and the historical field. The Development Associate is an integral part of the LAPA Fundraising team reporting directly to the President or the Managing Director depending on the project.

# Position Description

The Development Associate has the unique opportunity to interact with all aspects of LAPA’s business from hands on work managing fundraising projects for a variety of clients to performing the administrative tasks that keep the company running. No two days are the same in the position and duties can range from assisting with donor wealth reports, fielding and vetting new business calls, to improving LAPA’s social media or preparing LAPA’s chairman for a meeting or presentation.

The ideal candidate is a superb writer, a go-getter with a sense of humor and the ability to keep up with details in a fast paced environment—yet juggle priorities and move the back burner items to completion. The candidate should have demonstrated interested in learning more about the field of fundraising and nonprofit management. This is an administrative position with an opportunity to learn, grow, and to jump start your career as a development professional. You will learn more about fundraising and nonprofit work here than in any single nonprofit’s development office.

# Responsibilities

* + **Office Support**: Provide administrative office support to the LAPA team through calendar management, filing, copy production, ordering supplies, preparing presentation folders, management of the firm’s database (Salesforce) and other duties as assigned. You are expected to send an email each Friday reporting on your accomplishments for the week, and stating your goals for the week ahead.
	+ **Client Support**: Work with the Managing Director and other key staff on select client projects which may include editing and proofreading documents, client donor database entry and management, writing client appeal letters and the occasional research and writing of grant proposals to private foundations.
	+ **Social Media**: Assist in managing LAPA’s social media through our blog, website, and Facebook page. Have the ability to think creatively about bringing in new business through social media. (Client targets have budget sizes between $5 million and $50 million.)
	+ **Government Grant RFPs**: LAPA has an email list of 600+ nonprofits that we market government grant RFPs to. You’d have to post one RFP each week and then make ten phone calls a week to those agencies to follow-up those emails asking for a conference call with the client and one of our government grant writers. If the client is interested you would then create a bid to send to them. Your work may end there or continue on to monitor the engagement. Your target is to close on nine RFPs a year.
	+ **Bookkeeping**: Work with the Bookkeeper (BrandK Partners) to monitor and upload bills, invoices, and expenses into the Citrix system. Check for quality and compliance. Interface with clients when necessary regarding collections, clarifications, etc.
	+ **IT**: Manage LAPA’s IT and technology needs through Microsoft SharePoint 365 and Office products. Ensure that work-at-home consultants have the ability to access all files they need. Coordinate with our IT consultant (Genius Computer) and the Managing Director on larger projects. In addition to Microsoft SharePoint 365 and Office, LAPA uses the following software and social media platforms: Bloomerang, Donor Perfect, Canva, Facebook, LinkedIn, Mail Chimp, and RelSci.

# Qualities Sought

Thoughtful, easy to work with, a meticulous project manager, a super writer, savvy with customer service, good phone manner and voice, knows how to “manage up,” detailed oriented, productive and loyal. You must be curious about fundraising and seek to advance the skills of our profession.

# Requirements

* + Bachelor’s degree required. Master's degree in a related field preferred
	+ 5+ years of relevant work experience in a nonprofit or fundraising setting
	+ Demonstrated interested in working in the nonprofit field and in fundraising
	+ Superb writing and copy editing skills
	+ The ability to multi-task and meet competing deadlines
	+ A high energy positive personality, the ability to deal with conflict effectively, and an interest in pursuing a career in fundraising
	+ Three year commitment

# Compensation:

A Competitive base compensation + benefits. Holidays and vacation schedule in employee handbook.

To apply, send your cover letter, resume and two writings samples to Laurence A. Pagnoni, at lpagnoni@lapafundraising.com