



Job Description: Development Associate

Founded in 2016, EdAllies is a Minnesota-based education advocacy nonprofit that partners with schools, families, and communities to ensure that every young Minnesotan has access to a rigorous and engaging education. We advance policies that put underserved students first, remove barriers facing successful schools and programs, and foster an inclusive conversation about what's possible for students.

To learn more, visit: www.edalliesmn.org.

POSITION

EdAllies is seeking a Development Associate to manage general fundraising functions for the organization, partnering closely with the Executive Director to develop and execute strategies to advance both individual and foundation giving. The Development Associate will focus on coordination, donor data, and grant writing. Candidates should possess strong attention to detail, excellent writing skills, comfort managing multiple priorities, and the ability to manage up to advance goals.

The Development Associate will work out of the EdAllies office in Minneapolis and will report to the Managing Director of Strategy & Operations.

RESPONSIBILITIES

Responsibilities include but are not limited to:

- Partnering with Executive Director to advance successful fundraising strategy, serving as a thought partner and successfully executing tactics;
- Collaborating with the Operations Manager to reconcile monthly financials related to income;
- Managing development timelines and coordinating deliverables to ensure on-time submission of high-quality grant applications and reports;
- Managing accurate lists of current and potential donors;
- Drafting external-facing documents (letters, emails, applications, reports, etc.) to create concise and compelling descriptions of EdAllies' work;
- Developing and executing individual giving strategies;
- Supporting development and execution of fundraising and outreach events, including planning, logistics, materials, etc.;
- Supporting board engagement in development activities;
- Overseeing meaningful stewardship practices and internal development policies;
- Supporting other communications and outreach functions as needed; and
- Collaborating closely with team members to advance EdAllies' mission and vision.

QUALIFICATIONS

Candidates should possess a strong commitment to EdAllies' mission, and to education equity more broadly. The ideal candidate has:

- Knowledge of development principles, fundraising techniques, and ethics;
- Experience managing databases and/or spreadsheets;
- Strict adherence to deadlines;

- Excellent writing skills (grant writing experience a plus);
- Excellent project management skills, including comfort engaging others at all levels of the organization to achieve goals;
- Ability to build strong collaborative relationships with diverse constituencies, including board members, donors, community partners, educators, parents, and students;
- Excellent organizational skills and passion for details;
- Ability to communicate effectively about issues of equity and race;
- Comfort working in a fast-paced, rapidly changing environment, with ability to self-direct and prioritize among competing goals, and to work both independently and collaboratively;
- A commitment to integrity (doing what's right, even when it is uncomfortable), transparency, candor, and collaboration;
- Previous experience with fundraising, grant management, and/or communications; and,
- Commitment to operating with EdAllies' core values of equity, inventiveness, humility, honesty, and courage.

COMPENSATION

The position pays an annual salary of \$43,000-\$48,000, based on qualifications and experience. EdAllies also provides a comprehensive benefits package that includes medical and dental insurance, paid leave, matching retirement contributions, and more.

HOW TO APPLY

Interested candidates should send the following to Bethany Israelson, Operations Manager, at bisraelson@edalliesmn.org, with "Development Associate Application" in the subject line:

- a cover letter;
- your résumé.

DEADLINE

We will begin reviewing applications on March 9. Position will remain open until filled.

EdAllies is an equal opportunity employer.

We strongly encourage applications from diverse candidates. All decisions regarding recruiting and hiring will be made without unlawful discrimination on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, or any other factor that the law protects from employment discrimination.