



Job Description

Development Associate

About Norwalk ACTS

Norwalk ACTS is a collective impact, nonprofit organization that provides a common framework for community collaboration. Working together, across sectors, we aspire to measurably improve the cognitive, social emotional, and physical growth & development of all children in Norwalk, CT from birth into their careers. Our mission is to collectively transform systems by ensuring resources, policies, practices, and power structures actively dismantle racism and drive equitable outcomes for every Norwalk child and young person.

Position Summary

Working closely with the CEO & Deputy Director, the development associate is responsible for managing the key functions related to fundraising including; donor research, management, and cultivation, grant research, writing, and reporting, member contributions, and more in order to advance the mission and objectives of the organization and ensure financial sustainability.

Reports to CEO

Essential Duties and Responsibilities

General Fundraising:

- Work with the CEO and Board Development Committee to design and implement a fundraising plan to achieve annual and long-term fundraising goals
- Identify, research, cultivate, and work with the CEO to solicit new annual and major gifts from individuals, businesses, and private foundations
- Assist with developing and maintaining relationships with existing major donors and institutional funders
- Provide regular reports to the CEO and Development Committee on the status of the fundraising pipeline
- Collaborate with Manager of Communications to create targeted communications, annual appeal, and outreach collateral material
- Work with CEO to plan and execute an annual investor reception and other investor cultivation events

- Ensure timely processing of gifts, maintaining donor information accuracy, and ensuring donor donation letters are issued timely
- Establish and maintain a portfolio of prospects; leverage face-to-face meetings, phone calls, emails, social media etc., to build relationships and increase support from prospects
- Represent Norwalk ACTS at community networking events and meetings as requested
- Work with CEO to launch and manage an Investors Network of Norwalk ACTS major donors to provide regular outreach and communication about our efforts

Grant Research:

- Conduct research to identify opportunities aligned with the work of Norwalk ACTS Initiatives & cornerstones that could support the community-wide work happening in each
- Stay informed about grant trends, guidelines, and deadlines to ensure timely and strategic submissions
- Understand the eligibility criteria, guidelines, and priorities of different grantors and develop data-driven analyses that clearly link Norwalk ACTS' mission and impact with the grantor's objectives
- Share grant opportunities with membership organizations

Grant Tracking and Reporting:

- Create detailed grants management workflows to identify and sequence grant applications or grant program reporting needed to successfully meet funder requirements. Review schedules with staff to confirm mutual understanding of needs and timelines
- Create and manage grant submission and reporting calendars with a focus on internal and external deadlines to ensure timely submission of applications and reporting
- Write grant reports, including annual narrative assessment for national partner, StriveTogether
- Maintain organized and detailed records of all grant-related documents, communications, and activities

Proposal Development & Writing:

- Confirm eligibility and alignment with other specific requirements of each funding opportunity
- Lead author to develop, write, and submit grant proposals, collaborating with staff and outside entities/member organizations as necessary
- Develop a grant template and a response to FAQs
- Use feedback and results to improve future grant proposals and reporting
- Solicit letters of support, as needed, from partners

Essential competencies and qualifications

- Bachelor's degree in English, Journalism, Communications, Public Relations, Marketing, or related field. Preferred minimum of 2 years of experience in fundraising, grant writing, prospect research, or related field within the nonprofit sector. Will consider any equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications
- Proven experience in grant management, including researching, writing, and reporting
- Strong organizational and project management skills to handle multiple grant applications, deadlines, and reporting requirements simultaneously
- Excellent written and verbal communication skills to effectively communicate with internal teams, external partners, and funding organizations
- Ability to collaborate with community partners to gather necessary information for grant applications and reporting
- Ability to convey complex information in a clear and concise manner
- Strong relationship-building skills to cultivate and maintain positive relationships with investors
- Ability to work independently and as part of a collaborative team
- Knowledge of the Norwalk community and context preferred
- Familiarity with the philanthropic community in Fairfield County is a very strong plus
- Competent in Microsoft office and G-suite and general comfort with technology and software
- Experience with CRM (customer relations management) with a strong preference for experience working with Salesforce

Compensation is influenced by several factors, including but not limited to skill set, nature and level of experience, qualifications, and other relevant considerations. We anticipate the full-time salary range for this position to be between \$60,000 - \$80,000 and are open to individuals interested in a part-time role (no less than 22 hours/week) with a prorated salary.

Benefits

This position is an exempt, salaried position for up to full-time (37.5 hours/week) work. Full time employees are eligible for employee benefits that include medical, dental, and vision insurance for employees and dependents. All employees receive a matching 401k plan, as well as competitive paid time off policies. Flexible schedule, including remote options. Opportunities for travel and professional development. Fast paced, warm, supportive, and nurturing workplace culture that offers freedom and autonomy in your day-to-day with hybrid work.

To apply for the position, please email your resume, a cover letter, and writing sample (preference for a brief, previously developed grant) to info@norwalkacts.org by August 16, 2024.