
DEVELOPMENT ASSOCIATE

JOB DESCRIPTION

Strong Towns, a nationally recognized non-profit organization, is seeking a dynamic individual to help us grow our movement by assisting us with our development activities.

The mission of Strong Towns is to support a model of development that allows America's cities, towns and neighborhoods to grow financially strong and resilient. We have nearly 3,000 members worldwide, including at least one in each U.S. state. Our influential media site reached over 1.7 million people in 2019 and is shaping the national conversation on growth, development and the future of cities.

We need someone to work with our Development Team to assist us with the growth and management of our fundraising program. Such a person will:

- Have excellent written and verbal communications skills.
- Be self-driven and motivated by the Strong Towns mission.
- Have the ability to work quickly and independently to meet deadlines.
- Be skilled at communicating by phone, email and over social media.
- Be experienced with using data and analytics to organize action and measure outcomes.
- Be a creative and strategic thinker who enjoys working collaboratively with thought leaders.
- Be able to work collaboratively across digital platforms with a remote team.

The Strong Towns Development Team includes the President/Executive Director, a Retention Specialist who executes our member retention plan, an Events Pathfinder who coordinates our events (we do over 50 each year), and our Gathering Coordinator who coordinates our national and regional conferences.

Our entire team collaborates digitally from locations around the country; there are no locational requirements for this position. We have periodic deadlines and occasional event-driven or calendar-driven demands, but generally keep a flexible schedule. We are an equal opportunity, family-friendly organization. Our work is rewarding and our organization is making a difference.

DUTIES

The position of **Development Associate** includes, but is not limited to, the following:

- Engage with members to increase membership retention rates, involvement with Strong Towns work, and giving levels over time.
- Work with the Content Team to create, test, and implement strategies to increase membership.
- Coordinate the organization's strategy for summer and fall member drives.
- Cultivate current recurring donors to increase giving amounts and giving for additional campaigns.

- Coordinate membership meetups, major donor meetings, foundation meetings, and other stakeholder meetings, in conjunction with Strong Towns events.
- Support development operations by entering membership, foundation, and donor data into the organization's databases, maintaining contact records, creating accurate development reports, conducting donor research, and preparing call lists.
- Assist in scheduling and planning for donor and foundation meetings. Ensure notes from donor and foundation meetings are recorded and follow ups are scheduled and completed.
- Coordinate grant application schedules. Work with the Content Team to complete and submit grant applications.
- Assist in the preparation of grant reports and ensure their timely submission.
- Periodically travel, an estimated two to four times per year, for events, retreats and other engagements.

The Development Associate will work directly for the President/Executive Director, who will have ultimate responsibility for development efforts, budgets, and reporting to the Board of Directors.

COMPENSATION

This is a full-time position that pays up to \$40,000 per year. In addition, Strong Towns provides a defined contribution for health coverage and a matching contribution for retirement.

TO APPLY

If you are interested in this position, please visit www.strongtowns.org/employment to start the application process. We are looking to fill this position before March 1, 2020.