



**Title:** Development Associate  
**Reports to:** Director of Development  
**Classification:** Non-Exempt. **Part Time** (20 Hours a Week)  
**Location:** Ross, CA office

**Position Overview:**

The Development Associate works closely with the CEO and Director of Development on the implementation of a comprehensive fundraising strategy and supports ongoing donor cultivation and stewardship for The Representation Project. This position requires attention to detail, a high degree of organization, and superior written and verbal communication skills. A spirit of partnership and service, as well as a passion for the mission of our organization, is also critical.

Candidate should demonstrate excellent verbal skills, excellent writing skills, an ability to use storytelling strategies to demonstrate impact, and strong research skills. In addition, candidate should be highly organized and have an ability to work independently.

**Development Associate - Primary Responsibilities**

**Communications**

- Assist with writing grant proposals, donor correspondence, annual reports, and donor appeals

**Research**

- Maintain a calendar of grant progress, due dates and reports
- Research and prepare reports on prospective individual and institutional donors

**Administrative**

- Receive, record and respond to donations
- Assist with fundraising events and mailings
- Maintain database including regular data entry, clean up and running reports

**Qualifications:**

- Undergraduate degree
- 2-4 years of relevant work experience
- Project Management experience
- Experience with relational databases (i.e. Salesforce or Raiser's Edge and other fundraising tools)
- Copy editing experience
- Knowledge of basic fundraising processes
- Grant writing experience
- Experience in a nonprofit organization or small/startup company

To apply, please email cover letter and resume, Subject: Development Associate, to [opportunities@therepresentationproject.org](mailto:opportunities@therepresentationproject.org). Please: no phone calls.

PO Box 437 | Ross, CA 94957  
Office (415) 233-4060 | Fax (415) 233-4082  
[www.missrepresentation.org](http://www.missrepresentation.org)