

Position Available:

Development Associate

The Development Associate takes a lead role with Second Nature's fundraising activities, including grant proposal writing and reporting, management of membership dues, research of foundation and individual fundraising prospects, communication with foundations and individual donors, maintenance of fundraising files and records, and acknowledgement of foundation and individual giving.

Responsibilities

- Report to Second Nature's Director of Communications and Development and work closely with the rest of the staff.
- Draft grant proposals and reports.
- Keep track of foundations' deadlines for proposals and reports.
- Conduct prospecting research on relevant foundations and individuals.
- Work with the Second Nature staff to create materials to support development activities
- Communicate with and provide necessary materials to donors and prospective donors.
- Set up meetings between prospective donors and Second Nature staff, board, and other stakeholders.
- Maintain organized records of fundraising activities, including contacts database.
- Appropriately acknowledge and thank donors.
- Participate in online solicitation.
- Engage in other activities as directed by supervisor.

Skills and Qualifications

- Bachelor's or graduate degree required
- Preferred issue knowledge of environmental, sustainability, and education-related issues.
- Minimum 2-6 years experience in development work with direct fundraising and/or grant writing experience for a nonprofit organization.
- Proven track record of achieving revenue targets and/or a quota of over \$500K annually preferred
- Demonstrated ability to prospect, cultivate, and manage new relationships and partnerships.
- Demonstrated ability to think strategically and thorough understanding of strategic development
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative required
- Strong computer literacy: Mac and PC; MS Office (Entourage, Outlook, Word, Excel, Power Point, Groove); Salesforce (or similar database).
- Sense of humor preferred

Position Classification

This is a full-time position (five days, 40 hours per week). Salary is \$38,000 – 45,000, commensurate with experience. A competitive benefits package is provided. This position requires a working presence in Boston, MA, and some travel.

Second Nature

Second Nature’s mission is to accelerate movement toward a sustainable future by serving and supporting senior college and university leaders in making healthy, just, and sustainable living the foundation of all learning and practice in higher education. We believe that in order for society to move in a sustainable direction, higher education must develop a new framework in which the sector and individual institutions operate as a fully integrated communities that teach, research, and model social and ecological sustainability. For more information, please see www.secondnature.org.

Second Nature is an equal opportunity employer and does not discriminate based on any of the following: race, religious creed, color, age, sex, sexual orientation, gender identity, gender expression or gender characteristics, national origin, religion, marital status, medical condition, physical or mental disability, military service or veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, and local laws and ordinances.

How to Apply

This position is available immediately and will remain open until filled. Candidates are invited to submit a cover letter and resume to: application_development@secondnature.org.