



### **Job Description**

**Job Title: Fund Development Associate**

**FLSA Status: Full-time, Non-Exempt**

#### **Organizational Background:**

Founded in 1995, East LA Community Corporation (“ELACC”) mission is to advocate for economic and social justice in Boyle Heights and Unincorporated East Los Angeles by building grassroots leadership, developing affordable housing and neighborhood assets, and providing access to economic development opportunities for low and moderate income families. ELACC uses its development expertise to strengthen existing community infrastructure in communities of color by developing and persevering neighborhood assets.

#### **Summary:**

ELACC seeks an inspiring and organized individual to join our team. The Fund Development Associate manages and implements the organization’s grant writing component of fund development. Fund development plays a critical role for the entire organization. It is imperative that the person in this role be dedicated to managing the existing and new pipeline of funding needed to implement critical programs for the community ELACC serves. This position requires knowledge in social and economic justice strategies. They should have experience working with diverse communities and understand the experience of low and moderate-income individuals and families.

The Fund Development Associate will also represent ELACC and in doing so will uphold ELACC’s mission, vision, and values. The Fund Development Associate is an ELACC team member that leads their core project and fulfills their responsibilities to the entire team by actively fundraising, supporting organization wide projects, participating in all staff planning sessions, and being part of achieving the organization mission and vision by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Works to identify programmatic funding needs and identify potential funding opportunities.\*
2. Works with management to prepare proposals for new and continuing funding. This may include and is not limited to coordinating the preparation, assemblage, appropriate documentation, writing, proofreading and editing.\*
3. Conducts prospect research at the direction and recommend prospects for solicitation.\*
4. Supports execution of strategies for cultivating and soliciting donations from all giving sectors.\*
5. Assists in the creation and dissemination of individual donor appeals.\*

6. Assists in maintaining fund development databases including data entry and tracking.\*
7. Develops and maintains additional fundraising administrative tools, including but not limited to prospect spreadsheets, grant and reporting calendars, and tools for tracking income and progress toward income goals.\*
8. Assists with grant reporting.\*
9. Responsible for grant management.\*
10. Responsible for processing acknowledgement letters to grantors and supporting with individual donor letters as needed. Crafts letters and ensures that all contributions are appropriately acknowledged.\*
11. Special Events: Assist in all aspects of coordinating fundraising special events including and not limited to planning, contacting vendors, executing events, acknowledgements of donors and other partners.\*
12. Communications: Support with implementing marketing and communications activities as directed by Manager, including and not limited to writing and editing pieces for newsletter, posting to FB, editing and updating the website.\*
13. Collaborates with other teams to achieve organizational alignment and implementation of ELACC's strategic plans.\*
14. Represent ELACC externally including and not limited to in coalitions and collaboratives, conferences, and summits.\*

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of word processing software and spreadsheet software.

**Education/Experience:**

Bachelor's degree (B. A. / B. S.) from four-year college or university; and one to two years related experience and/or training; or equivalent combination of education and experience.

**Knowledge, Skills, and Other Abilities:**

- This position requires a highly motivated, detail-oriented and multi-talented individual to provide high-level strategy and skills with commitment to social and economic justice.
- They should have experience working with diverse communities and understand the experience of low and moderate-income individuals and families.
- Demonstrates success in identifying, cultivating and soliciting individual, foundation, government and corporate funding.
- Strategic and innovative thinker capable of leading and working collaboratively.
- Highly personable, diplomatic and social.
- Demonstrated ability to work independently and as part of a team.
- Excellent communications skills, written and oral. At least one year of professional writing experience or ability to produce a strong writing sample and excellent proofreading skills.
- Strong organizational skills and ability to design and implement multiple projects, set priorities and deadlines.
- Ability to anticipate, manage, and resolve conflicts.
- Ability to creatively find solutions to challenges.
- Advanced knowledge of Microsoft Office; must be proficient in Excel, Word, Outlook and PowerPoint, internet research skills a plus.
- Bilingual Spanish, preferred.
- Knowledge of Boyle Heights and East LA.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, talk or hear. The employee is occasionally required to reach with hands and arms.

The noise level in the work environment is usually moderate.