Development & Fundraising Associate

Position: Development & Fundraising Associate

Organization: The Mississippi Alliance of Nonprofits and Philanthropy is a membership organization whose mission is to serve, build capacity and foster collaboration among and between Mississippi’s nonprofit and philanthropic communities.

Reports To: Executive Director

Classification: Full-Time (Exempt), Non-Supervisory Position

MAJOR FUNCTION:
The Development & Fundraising Associate will be responsible for building an organizational development plan and implementing a robust fundraising program that grows the philanthropic, corporate, special event, and individual donor base. This position offers a tremendous career opportunity for an energetic and organized individual to help grow the Mississippi Alliance of Nonprofits and Philanthropy.

The Development & Fundraising Associate must be a proven fundraiser with outstanding verbal, written and interpersonal communication skills, sound judgment, and an ability to build strong relationships with donors while managing multiple projects.

Essential Responsibilities:

Fundraising

- Lead the Fundraising Committee in the development of a long-term, comprehensive development/fundraising plan for The Alliance, including a planned giving component.
- Develop action strategies for all components of the development/fundraising plan, including establishment of fundraising goals, strategies, and timelines.
- Lead, in consultation with the Executive Director and the Fundraising Committee, the implementation of the components of the development plan;
- Participate in assessing progress toward goals and submit regular reports to the Executive Director and Fundraising Committee regarding fundraising performance.
- Work with communications and membership colleagues to develop appropriate collateral material to support fundraising efforts.
• Develop and maintain strategic relationships with funding and community partners.
• Oversee solicitation and stewardship of all donors, including securing, preparing for, and proactively following up on cultivation meetings, proposals, and reports.

Grant Writing

• Responsible for research to identify new corporate, foundation, and individual prospects and funding opportunities for grants.
• Responsible for drafting and management of all aspects of grant applications.
• Coordinate the development of proposal budgets with organizational leadership and involve other team members when appropriate
• Ensure quick and appropriate donor acknowledgment, thanks, and recognition
• Maintain annual grantmaking calendar to ensure timely submission of grant proposals, letters of inquiry, and reports.
• Maintain and update all grant records.
• Participate in weekly development department meetings

• Identify potential fundraising opportunities through designated sources such as the Foundation Directory and GrantWatch and other internet resources and databases.

Qualifications:

• Education/Experience:
  Bachelor’s Degree (preferably in business, public relations, or communications) with minimum of 5 years’ experience in nonprofit/philanthropic fundraising or relevant professional experience

• Essential Skills and Experience
  o Commitment to having a diverse, equitable and inclusive organization.
  o Understand philanthropic funding sources, including family, private and corporate foundations, planned giving, major gifts.
  o Understand relevant grant funding policies and procedures and applicable regulations.
  o Proven track record of soliciting and closing fund gifts
  o Demonstrated ability to achieve fundraising goals
  o Well organized and meticulous with details.
  o Experience establishing and building strong, long-term partnerships with donors, funders, and members.
  o Possess excellent project management skills and the ability to prioritize work and resources.
  o Have excellent interpersonal, written communication, and presentation skills.
  o Thorough understanding of the effective grant writing techniques.
- Have a proven track record of consistently meeting deadlines.
- Confidently interpret financial data and prepare budgets and financial grant reports.
- Ability to connect with people from different backgrounds and build relationships across differences.
- Practice a high degree of discretion with personal information that may be needed for some grants, such as employee salaries or upcoming projects, initiatives, or trainings.
- Have experience with appropriate grant and donor databases.

**How To Apply**
Interested candidates should apply at [www.indeed.com](http://www.indeed.com) Keyword(s): Mississippi Alliance for Nonprofits and Philanthropy, development and fundraising associate.

**About The Alliance**
The Mississippi Alliance of Nonprofits and Philanthropy is a membership organization serving more than 500 nonprofits and grantmakers across the state. Our mission is to serve, build capacity and foster collaboration among and between Mississippi's nonprofit and philanthropic communities. We value commitments to excellence, trust and accountability and promote a work environment that values respect, fairness, and integrity. The Alliance follows equal employment guidelines and employs personnel without regard to race, creed, color, class, gender, religion, national origin, sexual orientation, age, disability (as prescribed by the Americans with Disabilities Act), veteran status or marital status.