

Capital Pride Development Associate

The Organization

Capital Pride, located in Washington, DC, is the non-profit organization responsible for the production of the annual LGBTQA Pride celebration for the National Capital Region. The annual Capital Pride celebration is typically held the first week of June. In addition, Capital Pride produces events and activities throughout the calendar year. The annual celebration is managed by a small staff and supported by a large cadre of volunteers.

Summary

The Development Associate works under the direction of the Executive Director to implement a comprehensive sponsorship and major gifts program. S/he supports the general development duties and activities as described below.

Key Responsibilities

- Manage, cultivate, and solicit defined regional and national major sponsorship and donor portfolios, which includes the sale of cash and in-kind sponsorships, and securing fully-executed Sponsorship agreements for each;
- Create targeted sponsorship and donor proposals;
- Assist in building major donor solicitation and acknowledgement strategies;
- Develop and implement year-round sponsorship and donor cultivation opportunities;
- Stay current with best practices for nonprofit fundraising operations;
- Manage and administer a complex database (Salesforce), and specifically be able to create accurate and reliable statistical, analytical, and financial reports;
- Oversee key fundraising events such as annual Heroes Gala and Silent Auction;
- Develop and implement sponsor and donor recognition activities;
- Participate in regular staff and board meetings as directed;
- Work collaboratively under the direction of the Executive Director.

Qualifications

- College degree required;
- A least one year of relevant development experience required (two years of progressive development responsibility preferred);
- Possess strong analytic, problem solving, and project planning/management skills;
- Have the ability to manage multiple projects and priorities with limited supervision and have the ability to exercise independent judgment and discern priorities;
- Experience working with volunteer leadership;
- Salesforce or similar fundraising database experience preferred;
- Very strong written and verbal communication skills required;
- Possess strong technical skills related to facets of the Microsoft Office Suite (Word, Excel, Powerpoint, etc.);
- Knowledge of diverse groups, working with a multicultural workforce and sensitivity to and appreciation of cultural differences is required;

- Clear understanding of, and commitment to, Capital Pride's mission and goals.

Compensation

This is a contracted position based in Washington, DC. Compensation is commensurate with experience.

Non-Discrimination Policy

It is the policy of the Capital Pride Alliance, Inc. not to engage in discrimination against, or harassment of any person employed by or seeking employment, membership, partnership, or volunteer status with the Alliance on the basis of race, color, national origin, religion, sex, gender identity, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.

This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with all applicable State and Federal discrimination laws.

Application Process

Interested individuals should email a resume and cover letter to Ryan Bos at rbos@capitalpride.org by November 16, 2012, at 5:00 PM (EDT).

Start Date: Immediately