Title: Associate, Development
Role: Critical advancement role at a new venture philanthropy organization

<table>
<thead>
<tr>
<th>WHO WE ARE</th>
<th>THE POSITION</th>
<th>WHO YOU ARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>The American Journalism Project is a new venture philanthropy organization focused on local news. We support social entrepreneurs building civic news organizations in the places they live and strengthening democracy for the next generation.</td>
<td>The Development Associate supports our fundraising and strategic partnerships. In this role, you will help grow the resources available to social entrepreneurs across the U.S. and help build out our fundraising infrastructure.</td>
<td>This role is a fit if...</td>
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</tbody>
</table>
| We strive to have a healthy, fun and productive workplace, working alongside smart, energetic colleagues who enjoy one another and enjoy the work. Our team members working on operations, grantmaking and portfolio support, strategic partnerships, fundraising and marketing are based in Detroit, Los Angeles, New York, and Washington, D.C. | Your Job

Prospect qualification
- Research donor prospects using wealth screening tools, online research, and other tools
- Qualify prospective donors through personal outreach and other proactive measures
- Coordinate handoff of qualified prospects to the Managing Director, Strategic Partnerships & Growth

Database management
- Create and maintain high quality development records in Salesforce
- Run reports, synthesize information, and share updates about current and prospective donors
- Record donations on an ongoing basis in the donor database and generate gift receipts

Donor communications
- Assist with grant writing, research and reporting requirements
- Coordinate communications as needed to support overall fundraising goals and priorities.
- Create mission-based, |
| Fast Facts | | What background and skills do you have? (We know not all strong candidates will have all the skills we list. That’s OK. What else do you bring to the table? Please tell us!):

- Strong organizational skills and experience managing and tracking multiple prospects and donors
- Knowledge of fundraising principles/practices and ethics
- Excellent problem-solving ability and superior attention to detail
- Discretion and confidentiality when communicating about sensitive topics
- Flexibility and comfort working in an environment where multitasking is the norm, the pace is fast, and priorities will evolve
- Proficient with office software, primarily the Google Suite, including strong spreadsheet and presentation (slides) design skills
- Strong interpersonal and communication skills
- Preferred 2-3 years of relevant work experience in a fundraising & development environment

Bonus points if you’ve got: |

Learn about them here. |
donor-centric appeals and recognition strategies distributed through a variety of channels including personal contacts, direct mail, and social media.

- Prepare packets for donor meetings and presentations

**Events**

- Support and help execute special events — including donor engagement events, board presentations, and special fundraising events

**Your Team**

- You will report to the Managing Director, Strategic Partnerships & Growth.

**Meet our full team.**

**Your Life**

Location: Washington, D.C., Detroit, Los Angeles or New York
Start date: February 2020
Salary range: $55,000 to $65,000

This is a full-time position with benefits.

**How to Apply**

Please send a PDF of your resume to careers@theajp.org. Include “Associate, Development” in the subject line. If you wish, you may include a few sentences in your email about your interest in the role.

- Curiosity about nonprofit journalism or a connection to our mission
- Experience with Adobe Creative Cloud (Illustrator, InDesign)

**Your Impact**

- You’ll touch nearly every part of the development and fundraising efforts of AJP and help develop a new story about the essential role of philanthropy in nonprofit news.

The American Journalism Project is dedicated to equal employment opportunities for all applicants and employees. The American Journalism Project encourages people of all races, colors, national origins, ancestries, creeds, religions, genders, ages, disabilities, veteran status, sexual orientations, and marital statuses to apply.