

**Job Title:** Development Associate

**Location:** Remote (with optional opportunities to participate in events and meetings)

**Type:** Part-Time, Fellowship (6-12 months, stipend available)

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## Overview

IncludUs Fund is seeking a proactive and resourceful Development Fellow to support fundraising, donor engagement, and resource mobilization efforts. This role offers an exciting opportunity to contribute to impactful programs while gaining hands-on experience in nonprofit development. The ideal candidate will have a strong interest in philanthropy, donor relations, and equity-driven initiatives.

## Focus

Strengthening IncludUs Fund's resource development efforts through donor engagement, grant writing, and strategic fundraising activities.

## Key Responsibilities

- **Fundraising Support:**
  - Research potential funding opportunities, including grants, sponsorships, and individual donor prospects.
  - Assist with drafting grant proposals and sponsorship pitches.
- **Donor Engagement:**
  - Help manage donor databases, track contributions, and maintain accurate records.
  - Support the development of donor recognition strategies, such as thank-you campaigns and impact reports.
- **Event and Campaign Coordination:**
  - Collaborate with the team to plan and execute fundraising events or campaigns.
  - Develop marketing materials, event invitations, and follow-up communications for donors and partners.
- **Communication and Reporting:**
  - Create compelling stories, blogs, and reports to showcase the impact of IncludUs programs.
  - Publish at least two blog posts during the fellowship to highlight development successes and opportunities.
- **Deliverables:**
  - Draft a grant proposal or sponsorship package and present a fundraising strategy report summarizing key insights and recommendations.

## General Responsibilities Across Fellowships

- Assist with program coordination and logistics for events.
- Collaborate with team members to ensure successful program execution.
- Regularly report on progress and share insights with the IncludUs team.

## Qualifications

- **Education:**
  - Background or strong interest in Nonprofit Management, Business, Marketing, Public Administration, or related fields.
- **Skills:**
  - Strong writing and organizational skills with attention to detail.
  - Familiarity with fundraising platforms, CRM tools, or donor management systems is a plus.
  - Ability to analyze data and create compelling presentations or reports.
- **Commitment:**
  - Passionate about equity, community empowerment, and the mission of IncludUs Fund.
  - Experience or interest in fundraising, grant writing, or donor relations is highly desirable.
- **Additional Skills:**
  - Bilingual (English/Spanish) preferred.
  - Proficiency in Microsoft Office, Google Workspace, or graphic design tools is advantageous.

## Why Join Us?

- Contribute to meaningful efforts that mobilize resources for impactful programs.
- Develop valuable skills in nonprofit development, donor engagement, and fundraising.
- Build your professional network within the nonprofit and philanthropic sectors.
- Flexible schedule to accommodate academic or personal commitments.

## How to Apply

Submit your resume, a cover letter detailing your experience in development or fundraising, and a writing sample (optional) to [info@includusfund.org](mailto:info@includusfund.org). In your cover letter, describe your interest in nonprofit development and how you would contribute to the goals of IncludUs Fund.

**Application Deadline:** Open until filled