



**Position Title:** Development Associate (*Part-Time*)

**Reporting Relationship:** Director of Development

**Start Date:** March 2022 (*negotiable*)

**Posting Date:** February 2022 (*posted until filled*)

**The Organization:** Founded in 2011, Evanston Scholars is a non-profit organization that improves college access and success for a diverse group of ambitious Evanston students who are traditionally first-generation college entrants, students from low-income families, and students of color, starting with the college admissions process, continuing through college graduation, launching into a career. The comprehensive, six-year program offers workshops, mentors, test prep, and college counseling to support students on their journey to and through college. The program currently serves over 350 students. Read more at our website:

[www.evanstonscholars.org](http://www.evanstonscholars.org)

**Location:** 1234 Sherman Avenue, Suite 214, Evanston IL 60202

**Position Description:** The Development Associate will help further the mission of Evanston Scholars by supporting and growing fundraising efforts to meet a \$1M-plus budget. They will be primarily responsible for Grants Management, including stewarding existing grants and securing new grants. In addition, the Development Associate will contribute to the maintenance and growth of Development efforts including support of fundraising campaigns, events, and written materials.

**Major Responsibilities:**

- **Grant Writing**
  - Develop and write letters of inquiry and proposals to foundation and corporate partners and prospects.
  - Conduct research to identify proposal topics and prospective grantmakers.
  - Manage grants calendar and submit required reports.
  - Maintain a current understanding of, and be able to articulate, Evanston Scholars' mission and model, initiatives, focus areas, activities, success stories, and results.
  - Collaborate with staff as needed to collect information to support writing projects.
- **Development**
  - Assist with the planning and implementation of fundraising campaigns and events. Activities include developing strategies, project calendars, and messaging.
  - Assist with conducting interviews with constituents and writing profiles and articles for use in marketing and fundraising materials.

- Assist with copywriting and editing to support fundraising campaigns, events, and marketing materials on all channels.
- Assist with gift processing, including database maintenance, generating acknowledgements, and communicating with donors.

### **Qualifications**

- Bachelor's Degree in Marketing, Public Relations, Social Work, Communications, or a related field, or experience in fundraising, sales, public relations or human services.

### **Experience, Skills, Knowledge**

- Exceptional writing and communication skills.
- Ability to write highly-engaging copy; committed to publishing only the highest quality content.
- Excellent analytical, organizational, and project management skills; very detail oriented.
- Passion for Evanston Scholars' mission.
- Ability to work independently while also collaborating with others on projects and responsibilities.
- Committed to language and storytelling that highlights strengths of constituents. Familiar with Diversity, Equity, and Inclusion (DEI) concepts and eager to learn more. Ability to engage in DEI-related discussions and incorporate a DEI lens in all written materials.
- Minimum one-year experience working in fundraising or related areas is preferred.
- Grant writing experience preferred.
- Experience with Salesforce or other Constituent Relationship Management (CRM) systems is preferred.

### **Job Type**

- This is a part-time position (20 hours per week on average). Salary range is \$18,000 - \$20,000. Paid time off and other benefits are included. Occasional evenings and weekend work may be required. A portion of the work can be done remotely as agreed upon with supervisor.

**Contact:** Send or email a cover letter and resume of qualifications to:

**Kay Israelite, Director of Development, [kisraelite@evanston scholars.org](mailto:kisraelite@evanston scholars.org)**