



**Position Title:** Development Associate (Part-Time, 15-20 hours/week)

**Reporting Relationship:** Director of Development

**Starting Date:** Oct. 15 (negotiable)

**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, low-income, and students of color, starting with the college admissions process and continuing through graduation. The comprehensive, six-year program offers workshops, mentors, SAT/ACT prep, and college counseling to support students.

**Location:** 1234 Sherman Ave., 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 nearly \$1M budget. S/he will be primarily responsible for Grants Management, including stewarding existing grants and securing new grants. In addition, the Development Associate will contribute to the stewardship and growth of Individual Giving via 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 complete required reports.
  - Maintain a current understanding of, and be able to articulate, Evanston Scholars' mission and model, initiatives, focus areas, activities, and results.
  
- **Individual Giving**
  - Assist with the development and implementation of fundraising campaigns and events. Activities include developing strategies, project calendars, messaging, and collateral.
  - Assist with gathering content for Marketing and Development materials including copywriting, interviewing constituents, and generating photo and video content.
  - Work with the Marketing and Communications Coordinator to ensure Development objectives align with all publications (electronic and print).
  - Assist with the creation of guest lists and mailing lists using Salesforce reports.
  - Assist with gift processing, including database maintenance and generating acknowledgements.
  - Assist with implementation of stewardship plan for all donor levels including donor acknowledgement, communications, and events.

**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**

- Excellent 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.
- Process information with consideration for cultural sensitivities.
- Minimum one-year experience working at a nonprofit organization with a focus on youth development, education, or community development is preferred.
- Minimum one-year experience working in fundraising or related area is preferred.
- Grant writing experience preferred.
- Ability to use advanced features of Microsoft PowerPoint and Excel is preferred.
- Experience with Salesforce or other donor management system is preferred.

### **Job Type**

- This is a part-time position, approximately 15 - 20 hours per week. Occasional evenings and weekend work will be required.

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

**Kay Israelite, Director of Development**

**kisraelite@evanston scholars.org**

**847-867-1273**