



UNLEASHING THE POWER OF COLLABORATION FOR ENVIRONMENTAL HEALTH AND JUSTICE

Development Associate Position Description

THE OPPORTUNITY

Coming Clean is seeking a full-time Development Associate to work closely with the Executive Director to coordinate and carry out key fundraising strategies in support of general operations, projects and partnerships of Coming Clean.

The Development Associate will report to, and take direction from the Executive Director.

PRIMARY ROLE & RESPONSIBILITY

The Development Associate's primary role and responsibility is actively supporting the resourcing strategy, goals, and objectives of Coming Clean, which includes general support to the Executive Director in executing fundraising strategies, as well as leadership on organizational activities, such as member engagement and donor tracking, outreach and reporting.

RESPONSIBILITIES

- Funder relations
 - Research prospective foundations, funders, and donors whose priorities are in line with Coming Clean.
 - Write up conclusions and recommendations, prioritize and manage actions, timelines, and deadlines, and evaluate and report regularly on your progress.
 - Draft language for letters of inquiry, updates, reports, and proposals upon request and in collaboration with Coming Clean's executive staff and key leaders.
 - Manage fundraising calendar, calls, submissions and deadlines ensuring frequent communication with Coming Clean executive staff.
 - Maintain a clear and accessible filing system of proposals, reports, and other development materials, utilizing Coming Clean's storage systems.
- Network support
 - Coordinate the Fundraising Engagement Team of Coming Clean, and its members, to pursue joint resourcing strategies and equitable partnerships, and report back on activities.
- Grants disbursement
 - Coordinate regranteeing activities, such as developing application processes, leading the approval process, and managing the inflow of submitted and awarded applications.
- Member Giving Program

- Track donations and program data and report results to staff and members.
- Draft and schedule outreach communications and assist the ED with face-to-face outreach.

GENERAL RESPONSIBILITIES & EXPECTATIONS

- Participate fully in Coming Clean's staff team (including staff meetings and calls, joint planning and work tracking, organization-wide events, intra-staff communications, thinking creatively about how to advance Coming Clean's mission, etc.).
- Communicate clearly, reliably, and proactively via phone, video conference, email, and in person with Coming Clean members, allies, staff, and consultants; pro-actively and constructively elevate deadlines, needs, and challenges and pursue solutions; and be accountable for achieving task deadlines.
- Exhibit professional, courteous behavior; polite persistence; problem-solving skills for routine tasks as well as in urgent situations; promotion of Coming Clean program goals and principles; furtherance of our strategic partnership with the Environmental Justice Health Alliance for Chemical Policy Reform; and alignment with Coming Clean's mission, goals and objectives.
- Ably represent Coming Clean at strategic gatherings and in presentations.
- Understand and adhere to the Coming Clean Principles, the Principles of Environmental Justice, the Jemez Principles for Democratic Organizing, and the Louisville Charter for Safer Chemicals.
- Serve as a movement leader and organizer for Coming Clean by understanding the field of philanthropy for this sector and sharing insights with teams, staff, and leaders as appropriate to inform strategic analysis and planning.
- Stay up to date on all plans and work in relevant Coming Clean teams, identifying possible connections/synergies that help inform and fill out narrative and budget content for development purposes.

In addition to these responsibilities, the Development Associate is expected to:

- Spend physical time in the Coming Clean office in Vermont as needed, based on pre-scheduling with the Executive Director. When not in the office, the Associate is expected to be accessible and responsive by phone, email and/or other communication methods with Coming Clean staff, leaders, members and fundraising partners and prospects.
- Communicate clearly and frequently with executive staff on task priorities, using active listening skills; clarifying questions to avoid or correcting misunderstandings; raising-up challenges that need to be addressed; and accountability for achieving task deadlines (or modifying those deadlines if necessary).
- Exhibit professional, courteous behavior; a willingness to assist; problem-solving skills for routine tasks as well as in urgent situations; and promotion of Coming Clean's mission, goals and objectives.

QUALIFICATIONS

- A “can do” mission-driven attitude to get the job done.
- 2-3 years directly relevant prior experience, such as nonprofit fundraising, grant tracking and reporting, or grant writing.
- Experience in, knowledge of, and passion for relevant issues, including environmental health, chemical pollution, economic and Environmental Justice, clean energy, and preventing climate change.
- Excellent written and oral communication skills.
- Effective project management, strong personal organization and ability to prioritize and tackle multiple projects and tasks at once within established deadlines and in accordance with a long term plan.
- Skill at managing relationships and working collaboratively and respectfully with individuals and organizations of diverse backgrounds, and with diverse priorities.
- Creative, self-motivated, and able to work independently and as part of a team.
- Ability to travel and attend in-person meetings (within Covid-19 guidelines).
- Prior experience with Customer Relationship Management (CRM) systems.
- Comfortable working with Microsoft Office and Google Suite, as well as virtual communication tools, such as Slack and Zoom.