



**Mission:** To ignite the spark of creativity inherent in all children

## **Job Description**

### **Development Associate**

**Reports to:** Development Manager

#### **Position Summary:**

This is a career-launching opportunity for a highly motivated individual to gain experience working in multiple areas of nonprofit development. This position is responsible for increasing the SPARK! network of supporters by researching and building profiles of prospective individual, foundation, and corporate donors. Areas of focus for this position include: grant writing, prospect research, donor communications and stewardship, and support of fundraising events.

SPARK! is a fast paced, growing nonprofit organization with strong set of values: Creativity, Community and Integrity.

#### **Responsibilities:**

- Identify and create profiles on prospective corporate, foundation and individual donors
- Write and submit grant proposals and letters of intent to institutional funders
- Build relationships with directors of foundations and marketing officers for gifts under \$10,000
- Work with Development Manager to write proposals and secure \$450,000 in grant funding annually
- Monitor grant spending and reporting requirements for assigned grants and foundations
- Support team with planning and execution of fundraising and friend-raising events
- Manage SPARK! Membership program and all member-focused communications
- Assemble donor kits for events and meetings
- Ensure up-to-date and accurate reporting of all current/prospective donor data

#### **Qualifications:**

- Bachelor's degree in related field
- Preferred 2 years' experience in fundraising or an equivalent client-focused environment
- Highly organized, with ability to work in a fast-paced environment on multiple projects simultaneously
- Excellent verbal, written and interpersonal communication skills
- Proactive, takes initiative and detail-oriented
- Proficient in Microsoft Word, PowerPoint, Excel and Google Drive
- Knowledge of Salesforce a plus
- Creative problem solver who can work independently and as a member of a team
- Passion for the work and programs of SPARK!
- Must possess a valid driver's license
- Must be eligible to work in the U.S.

This description and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

Please send cover letter & resume to: [careers@sparkdallas.org](mailto:careers@sparkdallas.org)