



Development Associate – Young Women’s Leadership Network (YWLN)

Young Women’s Leadership Network (YWLN) supports two life-changing programs that empower students to break the cycle of poverty through education: The Young Women’s Leadership Schools (TYWLS), a high-performing network of all-girls public secondary schools, and CollegeBound Initiative (CBI), a comprehensive college guidance program for young men and women. YWLN programs promote a college-going culture in schools and make the dream of college a reality for low-income students. *To learn more, visit our website at: www.ywln.org.*

YWLN is seeking a full-time Development Associate to support development activities related to fundraising from new and prospective institutional donors, e.g. foundation, corporate, family foundations and government. Reporting to the Senior Manager of Institutional Giving, and also supporting the Director of Development and Director of Corporate Giving, the Development Associate will support institutional fundraising efforts which currently represent approximately \$2.5 million of YWLN’s \$7.79 million budget with plans to grow. He/ she will research viable institutional prospects identified by senior staff and support the writing of grant maker solicitations and reports to achieve revenue goals during a period of organizational growth. As a team member, the Associate will contribute to other development activities including maintaining the donor database and records and providing general administrative support. The successful candidate will be passionate about writing compelling, outcomes-driven narratives, being a member of a collaborative development team, and contributing to the organization’s mission.

Primary Roles and Responsibilities include but are not limited to:

- 📖 Grant writing and drafting of other fundraising documents including: letters of inquiry, reports, and cover letters
- 📖 Organize and prepare grant proposal and report packages, in compliance with funder guidelines
- 📖 Prepare new and keep current supporting documentation to funder reports and proposals
- 📖 Conduct prospect research to help identify pipeline of institutional donors
- 📖 Help maintain existing donor records; keep current existing funder research
- 📖 Maintain prospect lists; track and report progress of the prospect pipeline
- 📖 Add new prospects and donors into donor database; assist with maintaining record-keeping and reporting
- 📖 Provide administrative support to the Director of Development and team, as needed

Key Qualifications:

- 📖 Bachelor’s degree required
- 📖 Minimum 3 years of grant writing experience in the nonprofit development field
- 📖 Must possess excellent persuasive writing skills and be highly detail-oriented
- 📖 Aptitude for being highly organized; interest in developing project management skills
- 📖 Must be collaborative and demonstrate initiative in managing personal time and project deadlines
- 📖 Ability to thrive in a fast-paced environment and prioritize while working under multiple deadlines
- 📖 Proficient with MS Word and Excel
- 📖 Familiarity with institutional funder research is preferred
- 📖 Familiarity with donor database software (e.g. e-Tapestry) and prospect search engines (e.g. iWave) is preferred
- 📖 Passionate about YWLN’s mission and committed to teamwork and being results-oriented



Compensation: Competitive/commensurate with experience. FLSA Status: Exempt. YWLN is an equal opportunity employer.

Benefits: Medical, Dental, Vision and 401K matching

Application instructions: Please email your resume and cover letter to development@ywln.org. No phone calls please.