

### **Position Summary**

We seek a **Development Associate** in our Washington, DC office to support the institutional and individual fundraising team. The position will primarily be responsible for supporting the team producing timely, high-quality grant reports for institutional funders; and conducting research on donor issues.

As the Development Associate's expertise grows, we will also explore opportunities to develop proposals and/or manage funder relationships.

Building Hope secures the resources necessary to advance our client charter schools' missions. The Development Team raises funds from multiple sources, including government agencies, individual investors, foundations, and financial institutions.

The successful candidate will thrive on open collaboration; have intellectual curiosity and an energetic, entrepreneurial approach to challenges and hard work; and drive toward fulfilling Building Hope's mission to provide all students with a quality education.

The Development Associate will report to the Director of Strategic Initiatives.

### **Responsibilities**

The Development Associate's duties will include but are not limited to:

- With the help of the Director, prepare grant applications for federal agencies. This requires a thorough understanding of our business and our clients.
- Research prospective individual and institutional funders for an Investment Note.
- Identify foundations focused on school choice and make introductory contact to request grant applications.
- Lead on the development of funder reports for a portfolio of funders. This will include creating newsletters and submitting reports to funders.
- Maintain a file management system of all reports for funders.
- Other duties as assigned, such as being the external point of contact and attending networking and social events in Washington, DC.

### **Required Skills and Qualifications**

- Bachelor's degree in a related field
- One to two years of experience in a non-profit or social service setting
- Excellent business writing and document creation skills
- Strong oral communication skills
- Skills to pay attention to detail and think critically
- A collaborative, team-oriented work style
- The initiative and drive to learn and grow
- A healthy sense of curiosity and humor
- Interest in helping create a quality education for all children

**Compensation**

Salary commensurate with experience. Building Hope offers a competitive benefits package which includes: paid holidays, vacation and sick leave; 100% subsidized medical, dental, and vision coverage; tax deferred retirement with a company match of up to 6% annually; life insurance/AD&D; and short and long-term disability.

**About Building Hope**

Building Hope, established in 2003, is a national non-profit organization headquartered in Washington, DC that believes investments in the growth of quality charter schools will increase under-served children's chances of success in life.

Building Hope partners with individual and institutional investors, and philanthropic and government organizations to provide facilities financing, charter school facility development, incubator space, back-office business services and financial advisory services to charter schools nationwide.

**How to Apply**

Qualified candidates please submit your cover letter and resume to: [info@bhope.org](mailto:info@bhope.org)  
*Building Hope is an Equal Opportunity Employer*