



## **Part-Time Development Associate**

Established in 2009, the People Who Care Children Association's mission is to empower youth and young adults ages 12 to 21 to become productive citizens by promoting educational and vocational opportunities and providing training, support, and other tools to overcome challenging circumstances. The program provides options for success by giving at-risk youth education and training and the tools needed to become productive individuals through therapy, mentorship, peer counseling, comprehensive learning experiences, job skills, job readiness training, leadership, and employment opportunities.

We seek a motivated and detail-oriented individual to join our team as a Part-Time Development Associate. The ideal candidate will play a crucial role in supporting our development efforts by assisting with various tasks related to fundraising, donor relations, grant writing, identifying, and securing grant opportunities, and supporting fund development initiatives to advance our mission.

Critical competencies for the position developed through any combination of education and experience:

- **Communication:** Proficiency in composing engaging, grammatically correct prose that effectively conveys the logic and impact of programs for PWC while aligning with funders' objectives.
- **Analysis:** Strong analytical and research abilities, demonstrated through adeptness in comprehending and interpreting quantitative data regarding activities and outcomes and in budget preparation for proposals.
- **Project Management:** Capable of prioritizing tasks and meeting submission deadlines, identifying critical path tasks, and effectively planning and executing proposal submissions to government agencies.
- **Nonprofit Savvy:** Comprehends the nonprofit sector and its funding dynamics, including support from institutional funders such as foundations, corporations, and government agencies.

Responsibilities will include:

- Establish annual fund development goals and a strategy with the Executive and Program Directors.
- Grant writing, completing grant applications, and developing grant reports
- Advising on individual donor campaigns and on other fund development initiatives
- Researching and identifying potential foundation, corporate, and government prospects, matching grant opportunities with program mission
- Assisting in stewarding funder relationships, including writing thank you letters

Part-Time (20 hours/week equivalent), Temporary Position, with the potential for extension based on performance and funding availability.

Duration: June 1, 2024, through December 31, 2024

Compensation: \$2,500/month plus benefits (Employee)

\$3,000/month (Contracted)

### **Instructions for Applying:**

Please submit your Resume via email to PWC at [pwccassociation@att.net](mailto:pwccassociation@att.net) with the Subject Line as "Part-Time Development Associate"