

JOB ANNOUNCEMENT – PLEASE POST – JOB ANNOUNCEMENT

DEVELOPMENT ASSOCIATE – STATE INITIATIVES

Position Available

The Food Research & Action Center (FRAC) seeks an experienced professional to lead fundraising efforts for its state-based initiatives, D.C. Hunger Solutions (DCHS) and Maryland Hunger Solutions (MDHS). These separately staffed and budgeted projects advance FRAC's mission by working in the District of Columbia and Maryland to raise awareness of hunger, build community support for ending hunger and improving nutrition, and make the federal nutrition programs accessible to all those who are in need. Reporting to FRAC's Director of Development, the Development Associate – State Initiatives will work closely with the Director of Development, the Senior Manager of Foundation Relations, the directors of DCHS and MDHS, FRAC's President, and other development and program staff to conceptualize and implement successful fundraising strategies for the state initiatives.

Organizational Background

FRAC is the leading national nonprofit organization working to improve and implement effective public policies and public-private partnerships to eradicate hunger and undernutrition in the United States. FRAC engages in research, policy analysis and advocacy, coalition building, outreach, technical assistance and training, and an array of communications strategies.

In 2002, FRAC launched DCHS (housed at FRAC's Washington, DC headquarters) to combat hunger and improve nutrition in the District of Columbia. In 2007, FRAC launched MDHS (based in Baltimore, Maryland), which has brought these same proven advocacy, public policy, and public education strategies to the fight against hunger in Maryland. (For more information on these state initiatives, visit www.dchunger.org and www.mdhungersolutions.org.)

Duties and Responsibilities

- Develop and implement proactive strategies for maximizing giving among existing and prospective donors—including strengthening relationships with current donors, conducting prospect research, and laying the groundwork for cultivation by senior staff of new foundation, corporate, and major gift prospects.
- In collaboration with program and development staff, write compelling proposals, letters of inquiry, and reports to select foundations and corporations.
- Ensure timely submission of proposals and reports.
- Manage D.C. Hunger Solutions and Maryland Hunger Solutions fundraising strategy meetings and proposals and reports.
- Represent D.C. Hunger Solutions and Maryland Hunger Solutions at select meetings and events.
- Plan and manage occasional fundraising events for prospective donors.
- Perform other duties as needed, including occasional grant writing for national FRAC work and assisting with annual FRAC fundraising event.

Skills and Qualifications

- Minimum of three years' experience working in nonprofit development.
- Grant writing and reporting experience.
- Ability to understand and write clearly, quickly, and compellingly about complicated material and strategies.
- Expertise in working in organizational partnerships and balancing the needs of diverse stakeholders.
- Excellent organizational, oral communication, and interpersonal skills
- Meticulous attention to detail.
- Strong technology and computer skills, including Microsoft Outlook, Word, Excel, PowerPoint, and database management.
- Commitment to social justice work.
- Bachelor's degree required.

Salary and Benefits

Salary commensurate with experience; excellent health, dental, retirement, and other benefits; generous leave; enthusiastic and supportive staff.

To Apply

Send résumé, brief writing sample (no more than three pages), and cover letter providing a summary of accomplishments and experience to:

Development Associate – State Initiatives Search
Food Research & Action Center
1200 18th Street, NW, Suite 400
Washington, DC 20036

E-mail: employment@frac.org (Please include “Development Associate” in the subject line.)

Fax: 202-986-2525

No phone calls please.

Opening/Closing Dates

The preferred start date for the position is asap. The vacancy will close when filled. However, FRAC seeks to hire a qualified individual as soon as possible.

FRAC is especially interested in candidates who can contribute to the diversity of the organization.

FRAC is an equal opportunity, affirmative action employer. FRAC is firmly committed to a policy against discrimination based on age, sex, race, religious creed, sexual orientation, disability, or ethnic or national origin.