



Contract Position: Development Associate

Reports to: Jarrett A. Lockett, Executive Director

Compensation and Hours: Part-time, based on experience

We are looking for a proven Development Associate to identify and apply for grants and other funding opportunities. This is an opportunity to be a part of an innovative and growing NGO! The ideal individual should be passionate about ending human trafficking and impacting the greater Milwaukee community and the world. This passion should accompany experience in grant writing, fund development and donor relations.

Words that describe this person

- Energetic
- Optimistic
- Thorough
- Self-aware
- Adaptable
- Consistent

Responsibilities - The Development Associate supports the organization and offers value by:

- Researching corporate, foundation and government grant opportunities
- Writing and submitting program related grants and reports
- Follow-up on applications as necessary
- Maintain grants database with key dates, contacts, etc.
- Produce donor letters in a timely fashion
- Update donor files
- Donor appreciation follow-up
- Manage fund development activities
- Other duties as assigned

Required Experience

- 5 years minimum experience in professional fundraising

Required Competencies

- Proficiency in Microsoft Office
- Bachelor's Degree in related field or relevant experience
- Experience in the utilization of a donor database

Requirements/Other

- Able to read and write in English proficiently
- Committed to continuous growth and development
- Flexibility to work nights and occasional weekends as needed
- Valid driver's license, insurance, and daily access to a reliable vehicle
- Able to relate to a diverse audience and personalities

If you are interested, please send a resume and letter of interest to, careers@exploitnomore.org

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