

Development & Grants Associate Reporting to the Director of Development

POSITION SUMMARY

The mission of the Holocaust Center for Humanity is to inspire students of all ages to confront bigotry and indifference, promote humanity dignity and take action. The Holocaust Center is in the midst of a period of growth, working to serve more students, teachers and community members than ever before.

The Holocaust Center is seeking a full-time Development & Grants Associate with excellent writing, communication and organizational skills, and most importantly, a passion to create a more tolerant and empathetic society. The Development team at the Holocaust Center works together to accomplish department and organizational goals, and to promote optimism, enthusiasm, and teamwork.

If you are looking to start a career in Non-profit Development, this is a fantastic opportunity to learn and be a part of a dynamic team.

An ideal candidate is:

- **Mission-focused:** You care deeply about using the lessons of the Holocaust to teach about tolerance, promote human dignity and inspire others to take action.
- **You are a storyteller:** Writing grants and communication with donors is an art. You not only are a creative writer but you can convey our need and mission concisely.
- **You are organized:** You will be managing a lot of information, including deadlines and a variety of competing tasks. You build and rely on systems to keep your work organized, updated and communicable.

RESPONSIBILITIES INCLUDE:

Grants:

- Write and edit grant proposals, letters of intent and reports
- Build relationships with current grant funders over time
- Prospect research - identify new foundation and corporate funders to build upon your current grants portfolio
- Collaborate with program staff and the Director of Development to identify funding needs for grants and retrieve the information needed to complete proposals and reports

Other Development Duties

- **Campaign support:** Work closely with the Director of Development, assist in creating content and executing campaigns throughout the year
- **Volunteer management:** Manage and work with a team of volunteers making thank you calls to donors, recruit and manage Peer-to-Peer fundraisers for annual campaigns such as GiveBIG
- **Write donor communications:** Support the Director of Development by writing donor acknowledgements, appeal letters and content for various other communications
- **Event support:** Manage lists for virtual donor events and when the Center has in-person programs, manage logistics and planning for donor VIP and stewardship events

Administrative Tasks

- Lead direct mailings in collaboration with our Administrative Coordinator and Director of Development
- Support the Development Officer and Director of Development in preparation for committee meetings
- Assist with database reports and data entry

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The Development & Grants Associate is:

- Energetic, enthusiastic, open-minded, and well-organized
- Displays a friendly, welcoming manner, and has a positive outlook
- Models integrity, objectivity and courtesy to colleagues, donors and museum visitors
- Demonstrates leadership skills and an ability to work with varied personalities and constituents to accomplish goals
- Driven to achieve goals and a self-starter
- Communicates effectively in writing, phone and in-person
- Detail-oriented
- Flexible and adaptable to changes in fundraising strategy and their role

Qualifications:

- Bachelor's degree in relevant field
- Experience in developing proposals for foundations, corporations, and/or government agencies preferred
- Strong writing and communication skills
- Demonstrates knowledge and experience in fundraising techniques
- Excellent organizational skills and attention to detail
- A willingness to learn and develop as a fundraising professional

Job Location: This position will be working remotely but will eventually transition to a flexible schedule of in-person office work at the Holocaust Center for Humanity in downtown Seattle.

Benefits Flexible work environment, paid health dental and vision insurance, vacation time, including paid holidays and a week off at the end of the year, paid sick time, 401(k)

Expected Salary: \$40k-\$50k

How to Apply: Please send a cover letter, resume and writing samples to Nicole Bela, Director of Development at Nicole@HolocaustCenterSeattle.org.