



Position Title: Development Systems Specialist
Employment Type: AmeriCorps VISTA Development
Department: Development
Reports To: Director of Advancement
Updated: May 2020

About 826DC

826DC provides academic support and arts education to 2,500 under-resourced students in the District of Columbia through creative writing workshops, field trips, after-school tutoring, literacy support, and student publishing opportunities. Our services are structured around our understanding that great leaps in learning can happen with one-on-one attention and that strong writing skills are fundamental to future success.

The Development Systems Specialist VISTA plays a vital role by supporting the Director of Development in creating systems and protocols for institutional funder cultivation and stewardship, including grant writing, database management, and funder relations. This is an excellent opportunity to work closely with a Director of Development and Executive Director to learn all aspects of institutional relations from the ground up with an established organization.

Position Responsibilities

Implement 826DC's institutional funding strategy for 2020-21.

Research, draft, and edit grant proposals and reports for foundation, corporate, and government funding opportunities.

Process donations and prepare acknowledgment letters and other correspondence.

Maintain foundation, corporation, and individual donor files and database records.

Conduct research on prospective foundation, corporate, and individual donors.

Work closely with the staff of 826 National as assigned.

Other duties assigned by the Director of Advancement and Executive Director.

Qualifications

Associate's or Bachelor's degree from an accredited college/university required, or current enrollment, or equivalent work experience. Proficiency in MS Office; database management (Salesforce) experience a plus; excellent verbal and written communications skills; proven ability to organize and prioritize work; proven ability to work independently with little supervision; excellent interpersonal skills.

Special training / skills: Excellent leadership and people skills with experience working collaboratively in a team environment with a diverse group of people. Possess personal qualities of integrity, credibility, strong moral ethics, and a commitment to the mission and goals of 826DC. Must be a strategic and creative thinker.

Physical and mental demands: While performing the duties of this job, the employee is frequently required to stand, walk, sit, and occasionally lift and/or move up to 25 pounds. Pursuant to our values of inclusion, reasonable accommodations can be made regarding these requirements.

Decisions will be made by July 3, 2020. To apply, please visit the AmeriCorps website:

<https://bit.ly/3bNP6q5>

It is the policy of 826DC that all employment shall be based on merit, qualifications, and competence and that employment decisions shall be made without regard to an applicant's or employee's gender, race, color, age, sex, sexual orientation, familial status, religious creed, national origin, ancestry, medical condition, marital status, gender identity, or disability, except where certain characteristics are essential bona fide occupational requirements or where a disability is a bona fide occupational disqualification, as required by law.