

DEVELOPMENT ASSOCIATE

The Los Angeles Alliance for a New Economy (LAANE) has been in the forefront of the economic justice movement in L.A. since 1993. LAANE is known for its broad-based labor/community coalitions and its combination of organizing, research, communications, and policy development building on a long record of successful campaigns for progressive policies that benefit low-wage workers and low-income communities.

LAANE is seeking a motivated, personable, inquisitive and detail-oriented individual, with a commitment to social justice, to join the development team as a full-time Development Associate and help with strategy, implementation and maintenance of its private fundraising program. LAANE's development team is responsible for fundraising over \$1.3 million annually in unrestricted funds to support LAANE's work. This is a great opportunity to join an expert and creative team of development strategists. The Development Associate works closely with a team of three and reports directly to the Director of Development.

Responsibilities

- Identifying, sustaining and cultivating prospective and current donors
- Working closely with the organization's leadership and Advisory Board Members to develop cultivation plans
- Managing and organizing all aspects of fundraising events
- Managing collaborative projects with various organization departments
- Providing accurate and timely fundraising reports
- Overseeing donor database

Qualifications

- Minimum Bachelor's degree
- Minimum five years work experience preferred
- Alignment with the LAANE organizational values
- Demonstrated commitment to social, racial, gender, economic and environmental justice
- Excellent analytical, written, verbal, communications, problem-solving, and computer skills
- Proactive, motivated self-starter who thrives in a team setting
- Strong interpersonal skills
- Able to work cross-functionally with various teams to meet department goals
- Ability to build deep and genuine relationships with various stakeholders, and a comfort level with a wide variety of sectors that make up the world of fundraising, including the world of philanthropy
- Positive attitude, curiosity, and flexibility
- Fearless, strategic, and innovative approach to marketing LAANE's work and the team brand, and to coming up with new ways to network and fundraise

- Outstanding organizational and time management skills, and the ability to manage multiple projects simultaneously, with attention to detail, in order to assist the team with year-long fundraising campaigns

Preferred Qualifications

- Experience in donor cultivation and fundraising
- Experience with technology platforms, including Wordpress, donor database management and email marketing applications (EveryAction)
- Past project management experience
- Past live event production experience
- Fundraising certification a plus

Please note this job description provides an overview of the position but is not designed to cover or contain a comprehensive listing of the activities, duties or responsibilities that are required.

Compensation

This is a full-time salaried position, 40 hours per week with some evenings and weekends. Starting salary is \$65,000 with generous benefits, including covering full health benefit premiums (health and dental), time off, and a 401k plan with an employer contribution. Friendly, team-oriented working environment.

To Apply

Applications will be accepted until the position is filled. Email cover letter, resume and at least three professional references to fundraisingposition@laane.org. No phone calls please. Applicants who do not meet the minimum requirements will not receive a response. Include "Development Associate" and full name in the subject line.

LAANE IS AN AFFIRMATIVE ACTION EMPLOYER. BIPOC, WOMEN, AND LGBTQ CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY.

LAANE is a union employer and works with a collective bargaining unit.