



## **DEVELOPMENT ASSOCIATE**

The Foundation for Food and Agriculture Research (FFAR), a 501 (c)(3) non-profit organization, is focused on catalyzing innovation to solve pressing food and agriculture challenges that affect the lives of all Americans. Leveraging public and private resources, FFAR will increase the scientific and technological research, innovation, and partnerships critical to enhancing sustainable production of nutritious food for a growing global population.

### **Summary**

The Foundation for Food and Agriculture Research (FFAR) is seeking a highly motivated, collaborative and analytical Development Associate. Reporting to the Director of Development, the Development Associate will provide a high level of administrative and organizational support. The position requires strong interpersonal skills and enthusiasm for promoting FFAR's mission and goals. The position will include elements of project management and collaborative interaction with members of FFAR's Communication, Scientific and Administrative departments. The ideal candidate is detail oriented, eager to learn and wants to pursue a career in development.

### **Responsibilities**

- Work with the Director of Development to implement a comprehensive giving program.
- Proactively update on status of projects
- Interact with senior contacts
- Organize large and small-scale events, handling all details to ensure successful completion
- Assist with outreach to prospects and donors (phone calls, letters, emails, etc.) and the facilitation of donor requests and information.
- Compose, proofread, edit and prepare regular correspondence, acknowledgements, mailings, reports, publications, online communications and other materials
- Gather/maintain data and assist in preparing paper/electronic reports using variety of computer software
- Research donors and prospects including the creation of donor biographies.
- Schedule travel and handle complex calendars
- Manage monthly expense reports and reconcile departmental budgets
- Assist with organizing/implementing administrative systems and procedures
- Manage the database gifts, entries, reports and maintenance
- Responsible for other administrative tasks, contributing to departmental goals and assisting smooth day-to-day flow of development operations by accomplishing related duties as required

### **Qualifications – The ideal candidate ...**

- Bachelor's degree;
- Two+ years of related/relevant office experience preferably in development or higher education;
- Exercise discretion and good judgment when dealing with confidential and sensitive material;
- Ability to demonstrate tact, diplomacy and initiative when working with others;
- Maintain standards of professional competence and adhere to a professional code of conduct;
- Strong writing skills;

- Strong organizational skills;
- Manage multiple priority projects at once with ease and efficiency;
- Possess strong interpersonal skills;
- Strong knowledge of Microsoft Office and technical understanding of database management and reporting; experience with a fundraising database a plus;
- Ability to analyze data, research information, problem-solve and coordinate projects.
- Clear understanding and commitment to FFAR's mission and goals.

To Apply: Please send a resume, writing sample and cover letter indicating your salary requirements to [rbullion@foundationfar.org](mailto:rbullion@foundationfar.org). Please specify DEVELOPMENT ASSOCIATE in the subject line of your message.

FFAR is an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.