



Development Associate

Job type: Full-time, Exempt

Location: Washington, DC, Remote work available

Salary: \$55,000-65,000

Job Description

*Applications received via Indeed will not be considered. All interested applicants should apply via the link listed in the "Application and Nomination Process" section.

The [Foundation for Food & Agriculture Research](#) (FFAR) is a non-profit organization that builds public-private partnerships to fund audacious research addressing the biggest challenges in food and agriculture. FFAR is committed to providing every person access to affordable, nutritious food grown on thriving farms. The Foundation pioneers scientific and technological innovation by funding research that fills critical research gaps. Ultimately, FFAR's partnership and results benefit farmers, consumers and the environment.

Position Description

FFAR is seeking a development associate to join the growing development team during an exciting time in the organization's history. This position plays an important role in providing organizational and administrative support, facilitating the giving process and the creation of public-private partnerships.

The development associate reports to the development manager and plays a key role in development operations. This position helps maintain the fundraising database, collaborates interdepartmentally on projects related to donor stewardship and measures organization impact through robust metrics tracking. The development associate is resourceful and demonstrates initiative to advance the team's goals.

Duties and Responsibilities

- Work in conjunction with the development manager to identify and implement efficient administrative procedures to improve department operations

- Assist in managing the fundraising database including gifts, entries, reports and maintenance
- Coordinate complex calendars, schedule meetings and prepare agendas
- Compose, proofread, edit and prepare regular correspondence, acknowledgements, reports and other materials for internal and external parties
- Assist with outreach to prospects and donors (phone calls, letters, emails etc.) and the facilitation of donor requests and information
- Assist with finance activities including contributions, expense reports and reconciliations
- Work collaboratively with FFAR communications, program and operational staff on projects, events and related activities
- Other tasks including contributing to departmental goals and assisting smooth flow of development operations by accomplishing related duties as required

Qualifications

Required Competencies and Skills:

- Comfortable managing multiple projects, priorities and deadlines
- Proven experience in data management; Raisers Edge experience a plus
- Knowledge of Microsoft Office 365 suite required
- Strong writing, editing and proofreading skills with keen attention to detail
- Willingness to take the initiative and problem-solve
- Strong critical thinking, research, analytic and organizational skills
- Ability to work both independently and cross-functionally with colleagues and across departments
- Ability to produce high-quality work
- Commitment to the highest standards of donor service and professionalism

Education and Experience:

- Bachelor's required
- Two (2) years of office experience preferably in development or nonprofits

Application & Nomination Process

Please click [here](#) to apply for this role. Applicants must include both a cover letter and resume. Incomplete packages will not be considered.



FFAR reviews applications on a rolling basis and will accept applications until a candidate is selected. Applications must include of a substantive cover letter and resume. Applicants are also encouraged to include four (4) professional references with contact information; no references will be contacted without explicit permission from the candidate. Incomplete applications will not be reviewed.

Additional Information

This position requires long period of sitting at a desk and working on a computer. There may be potential for travel when it is safe to do so, but travel would be limited. Must have the ability to lift to 20 lbs.

EEO Statement

FFAR is an equal opportunity employer. Applicants are considered for positions without regard to 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. Applications are encouraged from individuals who may fall into any such groups, as well as from veterans and uniformed service members.