



## **Now Hiring: Development Associate**

**Location:** Illinois, Chicago preferred

**Position Type:** Full time, FLSA non-exempt

**Salary:** \$50,000-\$55,000, depending on experience

**Benefits:** Competitive and comprehensive benefits include 100% employer-paid health, dental, and vision coverage for employees; a 403(b) match up to 3%; generous PTO policy; short-term disability; life insurance; remote work options; and more.

**Reports to:** Co-director(s)

**Timeline:** Preference for applications received by 9/23. Position open until filled.

### **About the Opportunity**

Founded in 2016, Healing to Action is a young, dynamic organization that is creating a new model of survivor-led organizing. Our mission is to end gender-based violence through building the leadership and collective power of the communities most impacted: survivors from Black, indigenous, immigrant, and communities of color; low-income survivors; survivors with disabilities; immigrant survivors; and LGBTQ survivors. We combine organizing, healing justice, leadership development, and capacity-building to collaborate with survivors in developing powerful solutions that address the intersections of gender-based violence, racial oppression, and economic injustice. HTA's innovative model has gained distinction for putting power back in the hands of marginalized communities, and made a compelling case for the transformative change that survivors are uniquely positioned to lead.

Healing to Action is hiring a Development Associate to facilitate the continued growth of our fundraising and donor relations program. The ideal candidate for this position is detail-oriented, with strong writing and oral communication skills, who is driven and excited about the opportunity to bring resources to intersectional movements for social change. The candidate will bring strong organizational, communications, and planning skills to this role and will serve as a driving force behind the team-oriented fundraising program at Healing to Action.

# HEALING TO ACTION

## **Core Responsibilities**

### **Strategy and Research**

- In collaboration with leadership team and staff, coordinate a comprehensive fundraising strategy to identify, secure, and steward a diverse set of foundations and individual donors to meet or exceed HTA's annual budget goals.
- Research and develop a grants pipeline, incorporating new funding opportunities throughout the year.
- Analyze donor trends to develop and coordinate multi-channel individual donor strategy that includes monthly donations, digital fundraising, and special events.
- Identify foundation and donor leads by conducting prospect research.
- In collaboration with the leadership team and staff, develop a communications plan to complement and support HTA's fundraising strategy.

### **Cultivation, Solicitation, and Stewardship**

- Manage up to the co-directors, board members, and other key staff by promoting their leadership and connections with key fundraising prospects.
- Develop and maintain messaging matrices and boilerplates to streamline foundation and donor communications.
- Write, edit, and submit grant proposals and reports in coordination with the Co-Directors and program teams.
- Coordinate and oversee implementation of quarterly fundraising and cultivation events to increase individual donor and foundation revenue.
- Develop opportunities for donor appreciation and engagement in organizational activities and relationships to promote donor retention.
- Draft donor communications like a quarterly dashboard, email updates, newsletters, annual reports, social media updates, personal thank-yous, and solicitations.

# HEALING TO ACTION

## **Project Management and Administration**

- Manage foundation grant calendar by tracking due dates and deadlines, coordinating with the appropriate staff to ensure grant applications and reports are submitted in a timely fashion.
- Maintain all grant materials and records, including communicating with funders, processing agreements, and maintaining up to date files on all grants.
- Coordinate fundraising work plans and calendar, tracking due dates and deadlines, coordinating with the appropriate staff to ensure timely follow through.
- Maintain constituent relationship management system and contact database by maintaining all fundraising data and pipelines, analyzing data, and producing reports for the board and staff.

## **Who We're Looking for:**

### **Ideal Qualifications**

- 6+ years combined of experience and/or education with skills transferable to the role such as writing, development, fundraising, communications, journalism, or research.
- Significant experience in nonprofit fundraising and grant writing is strongly preferred.
- Superior written and verbal communication skills.
- Tech savvy with exceptional skills for database management and data analysis. Experience with constituent relations management systems is a plus.
- Highly organized, comfortable managing multiple projects at once, and attention to detail is a must.
- Proven ability to meet deadlines and work both independently and in a collaborative team environment.
- Diplomatic and professional approach to problem solving. Ability to practice discretion and sound judgment with financial information. Ability to work well in a collaborative team environment.
- A commitment to HTA's shared values with a demonstrated passion for social justice especially healing justice, language justice, disability justice, and gender justice.

# HEALING TO ACTION

## Qualities

- **Writing is your happy place.** You are a gifted communicator, and love crafting compelling stories and tailored messages to draw people into HTA's work. You have a keen sense of your audiences and are able to lift out and amplify the parts of our mission that most deeply resonate with their values. You produce clear, crisp writing that is accessible to everyone. You thrive in collaborative writing processes, and are skilled at receiving, digesting, and implementing feedback.
- **You leave no stone unturned.** You are a passionate advocate for HTA and are driven to find new avenues and opportunities to resource our work. Whether it's researching a grant prospect or analyzing donor trends, you love providing deep-dive analysis to ensure we are stewarding our development resources as strategically and effectively as possible. You are creative and thoughtful in pursuing new strategies to build our base of support, and supporting team members in being the best advocates possible for our collective work.
- **You love working with a team to cross the finish line.** You are skilled at managing projects with tight timelines and multiple contributors. Whether it's working with an organizer to write an impact story or polishing a grant budget with a finance teammate, you are great at motivating, preparing, and supporting your team to provide their best work, on time. You develop strong working relationships grounded in mutual respect and are able to adapt to different working styles to execute excellent final products.
- **You are passionate about HTA's mission, and always curious to learn more.** You feel deep alignment with our core values, and are excited by the prospect of building a survivor-led movement to end gender-based violence. You want to dig deep, whether it's observing programs, talking to stakeholders, or pouring through our community-based research. You recognize that as a young and emerging organization, our model is evolving and you are excited to capture and convey our evolution to funders, donors, and supporters with clarity and power.

## The Position

The position will report to both co-directors, one of whom manages foundations and the other who manages individual donors.

# HEALING TO ACTION

## **Travel**

Periodic travel in and around Chicago is required. Overnight travel is possible but infrequent in this role.

## **COVID-19 Considerations**

HTA is a mostly virtual office with some community and staff functions regularly happening in-person in Chicago. Most daily work can be done remotely, but staff can expect periodic in-person meetings with the team and community members. We require all employees to be fully vaccinated.

## **How to Apply**

Interested candidates should forward a resume and writing sample to [hr@healingtoaction.org](mailto:hr@healingtoaction.org) with the subject DEVELOPMENT ASSOCIATE as the subject of the email. Additionally, in lieu of a cover letter, please answer the following question designed to help us learn more about you and your background. Please limit each answer to 100-200 words.

- What attracts you to HTA's mission?
- Which skills and experiences are you most excited to bring to HTA as an early-stage, grassroots organization?
- How would you contribute to our organization's commitment to diversity and inclusion?

*Healing to Action provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*