



Development Associate

Organization

The Institute for Transportation and Development Policy (ITDP) promotes sustainable and equitable transport worldwide. ITDP is a nonprofit organization headquartered in New York City with offices in Brazil, China, India, Indonesia, Kenya, Mexico, and the United States. ITDP's programs focus on the promotion of public transport, non-motorized transport, travel demand management, and urban development. More information about ITDP can be found at www.itdp.org.

Position

ITDP is seeking a fulltime Development Associate to join its headquarters team in New York City and assist with efforts to grow the organization's funding base. The Development Associate will report to the Development Manager with oversight from the Chief Strategy and Development Officer and play an important role in grants management, contact management, individual giving and donor reporting.

S/he will be expected to work flexibly and creatively with the headquarters team as well as with ITDP's international field teams. S/he will have direct contact with individual donors, as well as with peer liaisons within partner organizations. The primary responsibilities will include supporting all stages of the grants process, prospect identification and cultivation, database management, and individual giving management, as well as providing support to the strategic and annual planning processes, partnership efforts and board management.

RESPONSIBILITIES

Institutional Giving and Grants Management (25%)

- Provide support to the development team for overall grants management, including processing and tracking grants and related deadlines and maintaining accurate records in Salesforce.
- Support the grant application process through content research, ongoing maintenance of frequently required supporting documents, copy editing, etc., as needed, to prepare successful proposals for submission to institutional donors.
- Provide support to senior staff in advance of donor meetings by organizing background information and preparing PowerPoint presentations.
- Draft Expressions of Interest, Letters of Interest and other first stage funding requests.
- Support grant reporting, including financial reporting, to donors by drafting reports, coordinating amongst ITDP teams to prepare reports and tracking reporting deadlines. Send reminders to the finance teams when financial reports are due.

- Coordinate with field office staff to complete grant writing, reporting and other fundraising efforts. Coordinate with ITDP field offices to track the stage of grant applications through to reporting.
- Maintain clear grants calendar for Development, Finance, and Programs teams.
- Support donor communications.

Management and Planning Support (20%)

- Support the strategic planning process and annual planning process.
- Support Board management and provide administrative support to meetings.

Prospect Research (20%)

- Continually conduct research to identify new potential funders for ITDP in the philanthropic community and continually update ITDP's research database.
- Working with others on the Development team, rank and prioritize prospects and develop engagement strategies.

Individual Giving (20%)

- Manage ITDP's individual giving efforts.
- Create semi-annual, themed fundraising campaigns and coordinate activities and materials with the Communications team and field offices.
- Design or manage the design of all fundraising campaign materials, including semi-annual hardcopy appeals and e-appeals.
- Manage ITDP's participation in external fundraising programs, such as the Combined Federal Campaign. Ensure timely submission of campaign applications and all supporting documentation.
- Oversee donation recording, timely acknowledgment and revenue reporting.
- Participate in the formulation of fundraising and communications strategies.
- Produce quarterly donation reports and reconcile with finance team.

Contact Management (15%)

- Serve as an administrator of the donor, contact, and funding database, which is housed in Salesforce.
- Provide support to track institutional partnerships and engagements.
- Manage vendors and billing for various fundraising related services.

REQUIRED QUALIFICATIONS

- 1-3 years office experience, preferably in a fast-paced environment or in an international organization; prior fundraising experience is a plus.
- BA/BS required.
- Prior experience with Salesforce or other donor databases required.
- Prior experience with Mail Chimp and Conga Composer preferred.
- Extremely organized with attention to detail.

- Self-starter able to work effectively amidst competing priorities.
- Excellent written, oral, and interpersonal communication skills.
- Knowledge and skills in word processing, data entry and analysis.
- Highly proficient in MS Office; ability to create visually appealing presentations and excellent PowerPoint skills a plus.
- Interest in transportation and/or urban planning issues and international development.
- Knowledge of general nonprofit management and fundraising.
- Positive attitude, patience, flexibility, and eagerness to learn and take on increasing responsibility.
- Knowledge of Spanish, Cantonese, or Mandarin is a plus.

To apply please send a cover letter and resume to jobs@itdp.org with “Development Associate” in the subject line. Interviews will be conducted in January 2019. No phone calls, please.

ITDP is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion/creed, sex, national origin, disability, genetic information, pregnancy, veteran or active military status, alienage or citizenship status, arrest or conviction record, credit history, salary history, caregiver status, sexual orientation, gender identity, marital or partnership status, familial status, unemployment status, status as a victim of domestic violence, sexual violence or any other status protected by applicable law.