


About the Position

The Development Assistant is responsible for supporting the Director of Partnerships and Development (DPD) in building and sustaining Maker Ed's philanthropic mission to strengthen the maker education movement. This position is responsible for providing administrative, writing, and research support for the DPD and tracking and implementing fundraising activities for the organization. This is a half-time position that reports to the DPD.



Responsibilities

Administration:

- Work with DPD and Executive Director (ED) to manage annual fundraising goals and strategy.
- Enter data into tracking systems on a timely basis and keep them up to date.
- Participate in the formulation of fund-raising strategy for specific projects and general operating support through meetings and discussions with DPD, Executive Director, program staff, and others as appropriate.
- Assist in designing and creating organizational collateral for potential donors and funders, working with Communications Manager when appropriate.
- Assist Communications Manager with Annual Report, including information on donors, funders, and financial reports as needed.
- Assist DPD in development-related administrative activities as assigned.

Prospecting and Research:

- Conduct research on prospects, including individuals, corporations, foundations and government agencies previously identified as potential sources of private funds for specific projects at Maker Ed and general operations of the organization.
 - Research potential new funding prospects, including foundations, corporations, government agencies, and individuals; and report on findings in a clear and concise manner.
 - Conduct ongoing research in business, philanthropy, and related fields to identify potential donors and sources of donor information.
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Development Assistant

Job Description



(Prospecting and Research, continued)

- Explore other creative revenue-generating opportunities and programs such as earned-income, program consulting, planned giving, membership-based programs, merchandising, website fundraising, corporate partnerships, etc.

Grants:

- Work with DPD on writing grant proposals and reports
- Track grant cycles, including digital files, timelines, sending thank-you letters, deliverables, and reports
- Maintain repository of boilerplate text for grant proposals and reports
- Research and develop opportunities for new grant funding
- In collaboration with DPD, ED, Programs staff, and other allies, cultivate new opportunities to engage institutional donors

Sponsorships:

- Track corporate relationships including developing and implementing schedule of benefits.
- Identify, track, and propose appropriate partnership or sponsorship opportunities.
- Coordinate with Maker Ed team to ensure all benefits are met as promised.

Individual Donors:

- Coordinate donor acknowledgements through email and snail mail thank-you notes; and personal communication from ED and/or DPD as appropriate.
- Communicate with Tides Center, Maker Ed's fiscal sponsor, on income tracking as necessary.
- In collaboration with ED, DPD, and other allies, creatively expand individual donor program, including cultivating new opportunities to engage individual donors and increasing support of current donors.
- Develop printed and online collateral to support major gifts expansion, i.e. pamphlets, the annual report, donor updates and website copy.
- Help develop web initiatives to increase online giving.

Events:

- Assist with events where needed
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Knowledge, Skills, & Abilities

- Understanding of nonprofit development, especially grant writing, tracking and management
- Willingness to learn and desire to grow in the nonprofit development field
- Clear grasp of the maker movement, educational transformation, and equitable access to education for all youth
- Detail oriented and self-driven, keen sense of responsibility for one's work and desire to continually iterate and improve
- Strong organizational skills
- Ability to work well in a collaborative environment
- Excellent written and verbal communication
- Commitment to Maker Ed's culture principles
- Sense of humor and fun is a definite plus :)



Experience & Expertise

- 1-3 years of nonprofit development work or commensurate experience
- Demonstrated ability to work effectively in an office environment
- Competency with common computer applications, including Google docs, Microsoft Office Suite, internet research, and databases
- Experience in grant writing preferred



How to Apply

To apply, please submit your resume and cover letter to apply@makered.org, with the subject line "Development Assistant." Applications will be accepted on an on-going basis until the position is filled.

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MakerEd

AboutMakerEd

Maker Ed is a non-profit organization dedicated to creating more opportunities for all young people to develop confidence, creativity, and interest in science, technology, engineering, math, art, and learning as a whole through making. Through its support of educators and communities, Maker Ed plays a national leadership role in both broadening access to and deepening the impact of meaningful making and learning experiences for youth.

Learn more about who we are and what we do at [MakerEd.org](https://www.MakerEd.org).

Maker Education Initiative is a project of Tides Center, an “at-will” and equal opportunity employer. Maker Ed is committed to equity as an organizational priority and we strongly encourage applicants from a diversity of backgrounds and from communities most impacted by an unjust education system. Employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender identity (including pregnancy and/or gender expression), color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the in the application process. Please advise in writing of special needs at the time of application.
