JOB OPENING

Position Title: Development Associate

The Georgia Budget and Policy Institute is seeking a Development Associate to support the Development Director and the organization’s financial growth and sustainability. A successful candidate will bring both a knowledge of fundraising or business development and demonstrated interest/experience in public policy specifically.

Position Overview: The Development Associate is a valued member of the GBPI team who plays a critical role in growing the impact of the organization’s research, outreach and communications through fund development. The Associate will work closely with the Development Director to grow and sustain GBPI’s individual giving pipeline, manage the day-to-day functions of GBPI’s donor database (Salesforce), track and execute grant-related deliverables and reports, collect and organize prospective donor information from GBPI’s board of directors, and support development-related administrative tasks on an ongoing basis.

The Georgia Budget and Policy Institute (GBPI) is a state-level policy research organization that works to advance lasting solutions that expand economic opportunity and well-being for all Georgians. GBPI works on the frontlines of driving policy change that builds equity and opportunity for all Georgians. Our core strategies include research and analysis, strategic communications and community outreach. We are an independent, nonprofit organization founded in 2004 and a trusted source of nonpartisan information for Georgia policymakers, partners and the public. Given the nature of GBPI’s work, the organization’s fundraising needs are somewhat unique. GBPI is seeking a candidate who understands and enjoys both public policy and fundraising.

The successful candidate will have outstanding written communication skills, strong interpersonal savvy, demonstrated interest and/or experience in public policy, a commitment to racial and ethnic equity and inclusion, database management experience and the ability to work in a fast-paced environment to meet aggressive deadlines.

Responsibilities

- Assist and support GBPI’s development team (Development Director, Finance Director and President & CEO) by:
  - Managing existing donor lists and prospective donor leads in Salesforce, providing updates to the full development team on a regular basis;
  - Participating in weekly development check-ins, providing updates on individual giving, upcoming grant deliverables, and relevant administrative tasks for the team; and
  - Running up-to-date giving reports in Salesforce as needed.
• Assist in the writing and editing of grant proposals and reports on an ongoing basis.
• Manage administrative tasks associated with the organization’s fundraising efforts including but not limited to supporting direct mail solicitations, events and donor communications.
• Assist in creating and executing development-related follow-up communications after events, webinars and in-person meetings with various stakeholders.
• Manage day-to-day functions of GBPI’s donor-tracking systems, including prompt gift processing and acknowledgment.
• In partnership with the Development Director, work with the communications staff to create donor-centric content for development materials including sponsorship packages, fundraising campaigns, annual appeal letters and GBPI’s donor newsletters.
• Collect and organizing prospective donor information.
• Represent GBPI with a polished, professional presence at all events.

Preferred Qualifications

• Bachelor’s degree and a minimum of two years of direct or related experience, or equivalent.
• Experience with fundraising, business development, marketing or related field.
• Demonstrated interest and/or experience in public policy; knowledge of role played by local, state and federal government is required.
• Effective writing, editing and organizational skills are essential.
• Must be comfortable working with donor databases and tracking systems. Experience with Salesforce NPSP a plus.
• Effective interpersonal skills and ability to work effectively with a wide range of constituencies.
• Ability to manage multiple tasks at once, to work independently, and to work as a team member to achieve common goals.
• Ability to exercise sound judgment independently is required.

Compensation: The salary range for this position is $45,000-$50,000; excellent benefits including health insurance, dental and vision care, life and long-term disability insurance, retirement and generous vacation leave, sick leave and holiday schedules.

To apply: Please submit a cover letter and resume to lgarland@gbpi.org with “Development Associate” in the subject line. No calls, please.

GBPI is an equal opportunity employer, and as such, takes affirmative action to ensure that discrimination does not occur on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law.