



Development Associate

About Every Mother Counts

Every Mother Counts' mission is to make pregnancy and childbirth safe for every mother, everywhere. We educate the public about maternal health and invest in community-led programs to improve access to essential maternity care. We engage communities, thought leaders, and partners in efforts to achieve quality, respectful, and equitable maternity care for all.

Who You Are

Every Mother Counts (EMC) is seeking a bright and energetic Development Associate to support fundraising and donor relations, reporting to the Director of Strategy and Development. You are a highly organized self-starter with an entrepreneurial spirit and a passion for EMC's mission. You are a natural collaborator who enjoys working in a fast-paced environment, and are eager to learn as part of a small but dynamic team, supporting and advancing EMC's efforts to raise funding from foundations, corporations and individuals. As the ideal candidate, you are passionate about EMC's mission and demonstrate a professional manner in dealing with a variety of stakeholders, including Board members and donors.

Responsibilities:

Donor Engagement and Fundraising

- Identify and research prospective new individual, institutional and corporate donors.
- Prepare the Founder and Development team members for donor meetings, site visits and events by creating briefing documents, compiling marketing materials/packets, and arranging travel and logistics, as needed.
- Manage next steps with donors, keeping the Founder and other team members on track to follow up on cultivation, stewardship, pledge collection, and other fundraising-related action items (e.g. receipts, corporate partnership agreements, thank you letters, hand-written notes, holiday cards) in an effective and timely manner.
- Identify and research grant opportunities from institutional foundations throughout the calendar year, drafting proposals and managing towards deadlines.
- Coordinate quarterly meetings with EMC's Founder's Circle, supporting the creation of the agenda, preparing any meeting materials, and driving follow-up activities in a timely manner.
- Provide support for quarterly Board meetings including preparing board materials and managing logistics.
- Collaborate closely with the Manager of Community Engagement to:
 - support EMC's Running + Fitness Program, including: maintaining an updated activity calendar on EMC's website, supporting member onboarding and troubleshooting, creating peer-to-peer fundraising webpages, and generating monthly fundraising + engagement reports for the Program.
 - maintain peer-to-peer fundraising toolkits and ensure content and work with the appropriate colleagues to ensure content is up-to-date.

Data Management and Technology

- Build and maintain segmented lists for donor pipeline.

- Manage donor CRM (Salesforce) and maintain up-to-date donor and gift records: adding and updating records, adding new gifts, managing pledges, and identifying clean-up needs on an ongoing basis.
- Create custom database queries and list exports for report-outs, targeted communications and/or other needs.
- Create monthly fundraising reports and dashboard views to ensure visibility across the team on fundraising performance.
- Create and manage donation pages for campaigns. Manage external giving sites, pulling reports and managing the integration of donor data into Salesforce.

Events and Communications

- Support the planning and execution of cultivation and fundraising events, including helping manage invitations, RSVPs, logistics and pre- and post-event follow up.
- Work with the Communications and Engagement team to identify donor stewardship opportunities and draft communications for donor correspondence, gift acknowledgments, and email and direct mail appeals.
- Conduct after action reviews for major fundraising and community engagement events.

Qualifications and Characteristics

- 3+ years of relevant experience on a development or major gifts team with a Bachelor's Degree
- Superior communications and writing skills; grant writing experience a plus
- Experience cultivating and managing relationships with a variety of internal and external constituents, from Board members to senior leaders to influencers
- Strong analysis, reporting, and data visualization skills
- Extremely organized and task-oriented with a sharp eye for detail
- Super collaborator with the ability to multi-task and deliver high-quality work on tight deadlines
- Excellent relationship-building skills and strong cross-cultural sensitivity with the ability to interact with internal and external constituents from a diversity of backgrounds
- Keen judgement and discretion with the ability to represent EMC with the highest level of professionalism and polish
- Respect for our core values: equity, respect, community, compassion and good humor
- Advanced skills in Microsoft Office, especially in Excel and PowerPoint
- Experience working in donor fundraising tools and CRM software. Salesforce and MailChimp experience a plus

Compensation and Benefits:

- Competitive salary commensurate with experience
- Excellent benefits

To Apply:

Please submit a cover letter and resume to careers@everymothercounts.org with the job title to which you are applying in the subject line of the application email.

Equal Opportunity Employer