
Development Associate

Delridge Neighborhoods Development Association - Seattle, WA 98106

The Development Associate is a non-exempt, part-time position reporting to the Development Manager.

The Development Associate will support the Development Manager and Executive Director and will handle a diverse range of responsibilities.

- Support the cultivation, solicitation and stewardship of our donors.
- Assist with campaigns, our annual gala, and additional fundraising and development efforts throughout the year.
- Support the work of the Development team in the accomplishment of annual goals and objectives, including grant research, writing, and editing.
- Data entry, experience and/or familiarity with donor databases.
- Mailings and other activities of the department, as assigned.

We are looking for a motivated self-starter who truly ENJOYS writing and editing, is articulate, organized and able to not only survive, but thrive in an ever changing, quickly evolving non-profit setting. A passion for social justice is a MUST. Past experience in fundraising/philanthropy, special events, grant writing, capital campaigns and/or communications, marketing is a plus, but we will train the right candidate who already has these basic core qualities.

About Our Community:

At DNDA, we work to integrate Art, Nature and Neighborhood to build and sustain a dynamic Delridge. In 1996, the Delridge corridor of West Seattle was an area plagued by high crime rates, urban blight and lack of basic services. Then, a small group of concerned citizens emerged, and became the Delridge Neighborhoods Development Association (DNDA). Twenty years later, DNDA continues to be the voice for all members of our community, especially populations historically underserved such as communities of color, low-income families, immigrants, refugees and youth. DNDA strives to amplify all the voices within our neighborhood. We work hard to ensure that all have access to services that help families meet their every-day needs and access to resources needed to create a thriving community. There are significant threats to the environment, affordable housing, and educational programs for at-risk youth. As part of DNDA's Development team, you will be working to bolster equitable outcomes within the Delridge corridor, greater Southwest Seattle and beyond.

How to Apply: Please send a Resume, Cover letter and brief writing sample (1-3 pages). DNDA is an Equal Opportunity Employer.

Job Type: Part-time