



Job Opening
Development Associate, Individual Giving
Trickle Up

About Trickle Up

Founded in 1979, Trickle Up empowers people living on less than \$1 a day to take the first steps out of poverty, providing them with resources to build microenterprises for a better quality of life. In partnership with local agencies, we offer very poor people business training and seed capital to launch or expand a microenterprise, and savings support to build assets. Trickle Up works with partner agencies in 8 countries in Asia, Africa, and the Americas. In 2009, we will help start or expand nearly 11,000 businesses, improving the lives of 60,000 people around the world. Trickle Up's annual budget is approximately \$5 million, and we have headquarters in New York City and field offices in India, Mali, Uganda and Guatemala.

The Opportunity

This position is a unique opportunity to work in an innovative, rapidly growing nonprofit organization, to gain broad experience in fundraising and to develop knowledge of the international development field. The Development Associate will support our Individual Giving fundraising efforts, report to Senior Development Officer for Major Gifts and also support the President in his very active role in fundraising.

Responsibilities of the position will include:

- Identifying and researching prospects for major gifts (\$5,000+);
- Working with the Senior Development Officer and President to prepare donor solicitations, proposals, and reports (responsibilities may include writing drafts, copyediting, and assembling program and budget information);
- Supporting donor stewardship and follow-up activities, such as drafting correspondence, scheduling meetings, and facilitating phone contact;
- Entering individual donor information into Raiser's Edge database and Excel tracking spreadsheets in a timely and accurate manner;
- Supporting the Development team in completion of annual income budget and periodic income forecasts;
- Supporting the Senior Development Officer in preparation of occasional reports for Development & Communications team meetings, board Development Committee and Governance/Nominating Committee meetings and full board meetings;
- Providing general administrative support for Development Officer (e.g. monitoring donor action plans, executing semi-annual mailings, drafting donor acknowledgements, filing, etc.);
- Conducting thank-you calls and other stewardship activities for lower-dollar (<\$5,000) donors;
- Supporting the Development & Communications team in preparation for the annual benefit dinner, as well as other donor events and meetings;

- Assisting with other projects needed to achieve the goals of the Development and Communications departments.

The Person

We are looking for a well-organized person with superb written and oral communications skills, and superior analytical abilities. You will have to manage multiple tasks, consistently meet deadlines and pay attention to details. You will be required to demonstrate a high degree of proficiency in writing and editing, as well as effective oral communications.

You must be a self-starter and a resourceful problem-solver. You will have to work well as part of a team, be optimistic and personable, and appreciate the value of your efforts toward fulfillment of Trickle Up's mission.

BA and one to three years of relevant experience is required. Proficiency in Word, Excel, Powerpoint, and Outlook is essential; knowledge of Raiser's Edge is a plus. Experience in or knowledge of international development, global poverty and at least one of the four regions where Trickle Up works is a plus.

Salary and benefits

This is a full-time position. The salary is competitive with excellent benefits.

To Apply

This position is currently open. Applications will be considered on a rolling basis until January 19. To apply, send a cover letter, resume and one writing sample to jesseg@trickleup.org with 'Development Associate' in the subject line. We will only contact those individuals we are interested in interviewing. Please, no phone calls.

Trickle Up Program Inc. is an Equal Opportunity Employer. We extend equal opportunity to all applicants and employees regardless of race, color, religion, sex, national origin, age, marital status, sexual orientation, veteran status or disability. Reasonable accommodation may be made to enable people with disabilities to perform essential job functions.