SUMMARY
The Development Associate is responsible for development writing including but not limited to: private foundation grants and relationship building, social media and website, and donor stewardship. This position reports to the Vice President of Development.

KEY RESPONSIBILITIES
1. Write high-quality grant proposal narratives and applications and source relevant supporting documents by working across multiple teams and departments.
2. Manage the grant process from research to composition, submission, and reporting.
3. Work with the Vice President of Development to create an annual private foundation/grant strategy in support of the Development department’s fundraising goals and to support the Coalition’s budget and annual plan.
4. Work with the Development team to establish and maintain a grant deadline and reporting calendar.
5. Create and post engaging content to the Coalition’s social media channels, website, and donor stewardship communications.
6. Assist the department with special event activities.
7. Perform other duties as assigned.

REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE
1. Bachelor’s Degree and two (2) years of experience in discipline or Associate’s Degree and three (3) years of experience in discipline.
2. Strong written and oral communication skills.
3. Basic web design, social media and Adobe Creative Suite experience.
4. Ability to juggle multiple competing priorities.
5. Ability to work in a team environment.
6. Strong customer service orientation and attention to detail.

PREFERRED QUALIFICATIONS, SKILLS AND EXPERIENCE
1. Experience in non-profit work/setting.
2. Fundraising experience.
3. Homeless system experience.

REQUIRED COMPETENCIES
Must demonstrate the following competencies:
<table>
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<tr>
<th>Competency</th>
<th>Actions</th>
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| Integrity  | - Is open and honest in all interactions.  
|            | - Understands the link between one's own behavior and the organization's values.  
|            | - Honors and cares for the dignity, safety and well-being of others.  
|            | - Exhibits and models high ethical standards and conduct. |
| Accountability | - Takes responsibility for one’s own conduct and work results.  
|            | - Holds self and others accountable for goal attainment.  
|            | - Demonstrates an understanding of the link between one’s own job responsibilities and the Coalition’s overall goals, priorities and needs.  
|            | - Fulfills commitments to internal customers/colleagues and external customers/stakeholders.  
|            | - Shows dedication and accountability in one’s work, and follows through on tasks, projects, and goals.  
|            | - Informs appropriate individuals when assigned tasks will not be completed on time and shares alternate plans to accomplish the work.  
|            | - Follows instructions and appropriately responds to leadership’s direction. |
| Adaptability & Flexibility | - Understands and appreciates different and opposing perspectives on an issue.  
|            | - Adapts approach as situations change and accepts changes within one’s own role or the organization at large.  
|            | - Recognizes the merits of different approaches and uses them in accomplishing work activities.  
|            | - Appropriately modifies behavior to fit the circumstances and audience.  
|            | - Adjusts easily to changes at work. |
| Initiative | - Takes appropriate independent action and proactively addresses issues.  
|            | - Engages in problem solving.  
|            | - Generates new ideas and solutions  
|            | - Seeks out new responsibilities and acts on opportunities for self-development.  
|            | - Independently goes above and beyond expectations to complete a task, assignment or project.  
|            | - Takes action before being asked or before the situation necessitates action (e.g. forced to by events).  
|            | - Demonstrates a positive attitude in accomplishing tasks. |
| Innovation | - Incorporates new methods or approaches to solving problems and cultivates alternative viewpoints.  
|            | - Promotes and engage in “continuous improvement.”  
|            | - Displays original thinking and creativity.  
|            | - Resourceful in achieving goals and solving problems.  
|            | - Generates and shares suggestions for improving work. |
| Teamwork | - Collaborates with others to achieve common goals.  
|            | - Listens, works to resolve conflicts, supports and upholds team decisions.  
|            | - Builds constructive relationships by appreciating and respecting the diversity and contributions of others.  
|            | - Promotes an overall positive team atmosphere.  
|            | - Puts goals of the group ahead of one’s own agenda, and supports final group decisions even when decisions may not entirely reflect one’s own position.  
|            | - Participates in the team, seeking together the common good and well-being of all.  
|            | - Creates a workplace that fosters community.  
|            | - Honors and respects each individual’s unique diversity. |
**Service Excellence / Customer Service**

- Provides outstanding service and fosters an exceptional experience for internal customers/colleagues and external customers/stakeholders.
- Builds confidence with internal customers/colleagues and external customers/stakeholders in the Coalition’s capabilities by providing outstanding partnership and customer service.
- Assumes responsibility for solving problems, ensures commitments are met, solicits opinions and ideas and timely responds to internal customers/colleagues and external customers/stakeholders.
- Exhibits and engages in a pleasant and professional image.

- Manages difficult or emotional internal customer/colleague or external customer/stakeholder situations.
- Responds promptly to internal customer/colleague and external customer/stakeholder needs.
- Intentionally seeks out the needs of internal customers/colleagues and external customers/stakeholders.
- Asks questions to accurately identify the needs/expectations of internal customers/colleagues and external customers/stakeholders to assess satisfaction.
- Engages with internal customers/colleagues and external customers/stakeholders in a manner that fosters positive association with the Coalition.
- Provides appropriate service recovery when needed.
- Recognizes internal customers/colleagues when they are providing excellent service, partnership or support to others.

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**Quality & Attention to Detail**

- Is attentive to detail and accuracy.
- Monitors, owns and acts on quality work.
- Looks for and participates in opportunities for process improvements.

- Identifies opportunities to improve quality in work processes, service and program delivery and takes action to do so.
- Looks beyond the requirements of one’s own job to offer suggestions for improvements to the Coalition’s overall operations.
- Seeks to add value in works assignments with commitment and accuracy.

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**Verbal Communication**

- Conveys ideas clearly to others.
- Projects credibility, poise, and confidence, even under difficult conditions.

- Clearly articulates ideas, opinions, and information so others understand them.
- Uses effective listening skills to seek clarification and identify important information in conversations and to engage people.
- Uses appropriate medium to most effectively convey the information being shared.
- Adapts communication strategy to the audience.
- Actively and positively participates in meetings.
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<tr>
<th>Written Communication</th>
<th>Planning &amp; Organizing</th>
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<td>• Writes clearly and succinctly in a variety of communication mediums and styles.</td>
<td>• Edits work for accuracy and clarity.</td>
<td>• Manages own time and that of others efficiently, focusing on the things that are important.</td>
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<td>• Edits work for accuracy and clarity.</td>
<td>• Effectively develops, implements and monitors moderately complex plans/schedules, so that tasks/projects are consistently completed on time and in accordance with objectives.</td>
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<td>• Edits work for accuracy and clarity.</td>
<td>• Keeps appropriate people well informed of plans, progress, and decisions.</td>
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**Planning & Organizing**
- Effectively prioritizes work to meet work objectives.
- Organizes resources to complete projects efficiently and on time.
- Effectively participates in routine planning activities related to one’s own work.
- Keeps appropriate people informed about progress on tasks/projects.
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- Keeps appropriate people informed about progress on tasks/projects.

**Judgment**
- Exercises critical thinking, analysis and data to reach timely and appropriate decisions.
- Exercises and exhibits sound and well-reasoned decisions.
- Makes and is able to explain rationale for well-reasoned decisions.
- Includes appropriate people in decision-making process.