



## Development Associate

Location: Literacy Action, Peachtree Center/Hybrid. 2-3 days in office, 2-3 days remote  
Reports to: Direct of Development, Executive Director  
Direct Reports: N/A  
Classification: \$60K+ depending on experience, salary  
FLSA Status: Exempt  
Benefits: Health/Dental/Vision benefits, 401K plus 15 PTO and one-week paid holiday (Christmas Eve - January 1)  
Salary Range: Commensurate with experience  
Apply At: <https://literacyaction.bamboohr.com/careers/33>  
Website: [www.literacyaction.org](http://www.literacyaction.org)

### JOB SUMMARY

The Development Associate manages the pre- and post-award processes for foundation and government grants and contracts, including grant submission and administration policies, documentation to ensure compliance, and establishment of excellent controls. The position works closely with finance, development, and program staff to ensure accurate, timely, efficient, and transparent processes are in place for a grant's life cycle.

The Grants & Compliance Associate will assist the Development Associate with the organization's business, civic, and foundation grants. This includes researching and identifying prospects, maintaining the grants calendar, crafting proposals, and completing applications, collecting and preparing materials for submission in a timely manner, reporting progress and tracking overall organization (and project) outcomes.

The Development Associate will also support the Executive Director with the collection and maintenance of all donor and development information as well as with processing donations and sending acknowledgement letters.

### ESSENTIAL RESPONSIBILITIES

- Manage the government grant application process, including gathering necessary information, writing, submitting, tracking, and reporting
- Manage the foundation, business, and civic grant application process including gathering necessary information, writing submitting, tracking, and reporting

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- Support the Director of Development with developing a multi-sector fundraising strategy that will allow the organization to meet or exceed its revenue goals
- Research prospective government agencies, donors, and grantors to find alignment and opportunity for Literacy Action
- Manage the organization's data management system (Salesforce) for all organization donors and donations
- Attend relevant grant administrator meetings, conferences, webinars, and trainings
- Work closely with controller to create funding budgets and reconcile donations
- Provide administrative support for the Director of Development, including calendar management, donor mailings, and funding requests
- Provide support for fundraising events and other initiatives
- Support the Director of Development with donor visits, including scheduling meetings, creating donor packets, reviewing, and submitting donor giving history, and attending visits as needed
- Work closely with the Program Director and Program Manager to track and report grant funded program initiatives

#### **EXPERIENCE, EDUCATION, AND CERTIFICATION(S):**

- Bachelor's Degree from an accredited college/university, or relevant combination of education and experience, required
- At least two to three years' experience with government or foundation grants administration, budgets, contracts, and/or compliance, required
- 2+ years of experience in a community facing organization – nonprofit or government agency experience, highly preferred
- Experience with Salesforce or similar databases, required

#### **KNOWLEDGE AND SKILLS:**

- Excellent verbal and written communication skills in English
- Ability to manage multiple priorities to ensure work is completed in a timely and productive manner.
- Ability to work with tight deadlines
- Detailed oriented
- Excellent problem solving, strategic-thinking, and project management skills
- Ability to manage multiple tasks at once
- Ability to take initiative
- Ability to maintain and handle matters of confidentiality with tact and diplomacy

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