

DEVELOPMENT ASSOCIATE

POSITION DESCRIPTION

An independent publisher is seeking a Development Associate who will work with the Executive Director and the Development Manager to build a widening group of readers and supporters, especially among new generations of feminists. At a time of exciting—and challenging—changes in the industry, this position also offers the opportunity for the fellow to participate in the creative and strategic thinking that will help the organization adapt to new digital publishing technologies, and will provide skills that can be used across a broad range of industries and career paths. Because the organization is an independent publisher with a small staff, there is a great deal of shared decision-making, and the fellowship offers the opportunity to participate in areas outside the position description, such as publicity, marketing, and design.

At the end of two years, the Development Associate should have a strong foundation in several areas: fundraising, grant writing, marketing outreach in general and social media outreach in particular, digital technologies, building communities of supporters, and knowledge of how to create a development campaign from start to finish. In addition, they will gain knowledge about sales, design, and publicity. The Development Associate will attend conferences, work directly with the Board to encourage them to participate in campaigns, and accompany the Executive Director and the Development Manager to select meetings with donors, learning the intricacies of direct fundraising.

Among the projects the Development Associate will work on are:

- In an effort to expand outreach to a younger demographic of supporters, the organization is in the process of creating a new committee with a board member. The committee will explore new ideas for books as well as new fundraising strategies with a network of young feminists, activists, and professionals. The Development Associate will meet with committee members, reach out to other young patron organizations, and help coordinate strategic meetings. The Associate will also work with the committee to create cultivation and networking events, based on the organization's publications and relevant social justice issues.

*****This position description from a past competition of the Mellon/ACLS Public Fellows program is intended to serve as an example of one of the diverse roles in which fellows translated their humanities skills into successful work and post fellowship careers. For more information about past placements in this program, see the Recent Awardees page on the ACLS website.*****



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- Working with the Executive Director and the Development Manager, the Development Associate will create a strategic plan for a social media campaign to increase the organization's donor base and maintain ongoing communication with all donors.
- The Associate will help create a consortium of feminist media and advocacy organizations to strengthen the organization's relationships with other feminist organizations and to build partnerships for events and fundraising. A targeted plan will lead to a more effective distribution of funds for all involved by combining resources, development, and fundraising activities across a range of voices, issues, and groups.
- In conjunction with the Executive Director and Marketing Manager, the Associate will develop new avenues for marketing and distributing publications in digital formats.
- Working with the board to encourage their participation in various new projects such as the funding consortium and the new committee.

QUALIFICATIONS

- PhD in the humanities or interpretive social sciences.
- Experience and a demonstrated interest in fundraising and social organizing.
- Excellent communication skills.
- Ability to work with people from diverse backgrounds and to help marshal their skills toward a unified goal.
- Experience with and comfort with working in a small, team-based organization.
- Flexibility and willingness to pitch in on various projects outside the job description as needed in a small organization.
- Ability to handle a variety of ongoing tasks at the same time.

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