

Development Associate

Overview

The Women's Business Development Council (WBDC) is seeking a driven and passionate Development Associate to support the organization's fundraising strategy.

Reporting to the Acting Director of Development, this position requires a highly detailed individual who is passionate and experienced in fundraising, individual giving and special events.

WBDC is currently operating in a hybrid model, with staff expected to be in the office 3 days/week. This position will be based in WBDC's Stamford office and will support our work across the state. Travel to our offices in Stamford, New Haven, New London and Waterbury, as well as other locations across Connecticut will be required on a periodic basis. The salary range for the role is \$45,000 to \$55,000 plus benefits.

Duties and Responsibilities

- Manage processes and smooth and efficient communications between the development department and grant writer, with other departments and senior leadership
- Maintain Grants Timeline (renewals, prospects, reporting) in conjunction with grant writer
- Manage prospect research for individual, corporate and foundation funders
- Manage utilization of eTapestry, including creating systems, reporting and updating
- Manage the annual appeal and assist with other fundraising mailings
- Manage gift acknowledgement processes
- Manage metrics and reporting for the department, including grant reporting in collaboration with the WBDC grant writer, as well as other fundraising sources
- Manage processes related to federal, state and local proposal submissions
- Provide support to Board of Directors Development Committee
- Attend and work at WBDC events, with some being outside of standard work hours
- Attend staff meetings and participate in organization-wide planning activities
- Other duties as assigned

Qualifications

- Minimum 4 years professional experience, with proven results in development
- Undergraduate degree
- Knowledge of basic fundraising and marketing techniques and strategies
- Strong writing, editing, and verbal communication skills
- Strong interpersonal skills, and ability to build trusted relationships
- Ability to manage multiple concurrent assignments and meet deadlines; collaborating with a small team in a fast-paced environment
- Exceptional organizational skills; attention to detail; commitment to accuracy
- Commitment to results; "can-do" mindset; outstanding problem-solving ability
- Must be able to work independently and as part of a team
- Passion for supporting women entrepreneurs and small business owners



- Proficiency and experience with database management, eTapestry, Microsoft Word, Power Point, and Excel
- Ability and desire to work at WBDC events outside of work hours
- Must have own transportation as this position requires travel between locations

About Us

Headquartered in Stamford with regional offices in New Haven and New London, the Women's Business Development Council (WBDC) is the statewide leader of entrepreneurial education for women. WBDC's mission is to support economic prosperity for women and strengthen communities through entrepreneurial and financial education services that create and grow sustainable jobs and businesses across Connecticut. WBDC educates, motivates and empowers women to achieve economic independence and self-sufficiency. Since 1997, WBDC has educated and trained more than 16,670 clients in all of Connecticut's 169 towns—helping women to launch, sustain and scale over 12,500 businesses, create and maintain over 25,880 jobs in Connecticut, and access more than \$28.7 million in capital. Visit ctwbdc.org for more information.

WBDC offers a competitive benefit package including health, dental, vision, and life insurance, a retirement plan, paid time off, and holidays, in a supportive working environment.

How We Operate

We are a team of 30 talented individuals who collectively deliver outstanding results through a high level of passion and commitment.

Please apply if you:

- Possess an *Entrepreneurial Mindset* – creative, motivated, enthusiastic, and energetic
- Seek to inspire and empower those around you, whether they are clients or colleagues
- Thrive in a fast-paced environment, and are comfortable with change
- Take initiative, and are willing to go above and beyond to achieve results
- Are highly detailed, and demonstrate a sense of urgency in setting and meeting deadlines
- Can work independently, and see the big picture while working in the day-to-day
- Prosper in a culture of teamwork and growth, and value collaboration
- Are passionate about supporting women entrepreneurs and small business owners

How to Apply

Interested candidates should email their cover letter, and resume to resumes@ctwbdc.org. Please list WBDC DEVELOPMENT ASSOCIATE in the e-mail subject line. No phone inquiries.

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.



Women's Business
Development Council

WBDC, Inc. Equal Employment Opportunity Statement

WBDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We welcome qualified applicants to receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.