



## **Development Associate**

### **Position Summary**

Under the supervision of the Director of Strategic Partnerships or designee, the Development Associate will spend a significant amount of time in direct interaction with individual donors and will be responsible for the cultivation and stewardship of assigning donor and prospects. The Development Associate will also collaborate with the Development team to draft solicitation proposals and write grant applications for corporations and foundations.

### **Qualifications**

A strong candidate will have the ability to write reports, business correspondence and grant proposals. And the ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds, and with coworkers at all levels. Associate's degree or technical certificate required, plus one to three year's experience in fundraising; or equivalent combination of education and experience.

### **Pay Range**

DOE

Please submit your letter of interest and resume to [careers@aigcs.org](mailto:careers@aigcs.org)