

## **JOB ANNOUNCEMENT: Development Associate (temporary)**

### **Project Equity grows community wealth by retaining successful local businesses through employee ownership transitions**

Do you want to see a world where the average employee has economic security and businesses help build resilient communities? So do we! Project Equity helps employees become owners of the businesses where they work. We raise awareness of employee ownership as a business succession and shareholder liquidity strategy. We target lower middle and middle market companies for awareness and education, and provide consultations and direct support for business owners and employees to transition to employee ownership. Project Equity is currently expanding into multiple regions around the country.

### **Help us tap incredible momentum**

Project Equity's success has garnered coverage from media outlets such as Forbes, Fast Company, National Public Radio (NPR) and The New York Times and has propelled us forward as a national leader in the movement to harness employee ownership to maintain thriving local businesses, create quality jobs, and address income and wealth inequality.

### **Your role**

Project Equity seeks an enthusiastic development and administrative support professional to join our Development team. The Development Associate is a temporary position responsible for supporting grants management and cultivation activities, including assisting with funder research, both individual and institutional, drafting and organizing grant proposal content, and tracking key data points from relevant articles and research on employee ownership. The Associate will also provide substantial administrative support, including regularly interfacing with Salesforce to organize and upload relevant funder data. This is a part-time, hourly role (estimated at 20 hours per week) and is fully remote. The position works with and reports to the Senior Development Manager and Development Manager.

### **Duties & responsibilities:**

- Support managers with administrative tasks related to tracking cultivation outreach, maintaining files, and organizing ongoing projects
- Accurately input and process funder and grant information in Salesforce

- Conduct comprehensive research on potential funders, both individual (high net-worth individuals) and institutional (e.g. foundations, banks, corporate partners);
- Attend and take notes at external webinars as directed
- Draft portions of and organize content for grant proposals, LOIs, and funder communications
- Track key data points from relevant articles and research and upload to tracking system
- Assist with the development of and execution of donor recognition events, and provide support on donor-related communications as needed
- Coordinate meeting logistics and take meeting minutes of relevant Development meetings
- Participate in weekly Development staff meetings; and participate in weekly substantive check-ins with Senior Development Manager and Development Manager.
- Perform other related projects or work as required and provide assistance to staff as needed

**This is a part time, temporary, remote role.**

**Hours: Approximately 20 hours / week**

**Pay: \$40 / hour**

Project Equity is a project of Multiplier, our umbrella organization and nonprofit sponsor. Multiplier provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

**TO APPLY:** Please upload your resume and cover letter [here](#). In your cover letter, please explain what motivates you to work with Project Equity, and how your experience, skills and commitment will advance our work to create a more equitable economy.

Learn more at <https://project-equity.org>