



Title: Development Associate
Reports To: Director of Development
Status: Regular, Exempt
Schedule: Full time; occasional evenings and weekends required
Date of Posting: January 2021

CHILDREN'S SCHOLARSHIP FUND PHILADELPHIA OVERVIEW

Children's Scholarship Fund Philadelphia (CSFP) is a privately funded organization whose mission is to provide students from under-resourced, low-income Philadelphia families with financial access to quality, safe, K-8th grade tuition-based schools, thereby increasing the long-term economic and social success of their children. CSFP grants four-year, need-based partial scholarships via random lottery. With a nearly \$13M operating budget, last year, CSFP raised and awarded \$10 million from private donors (individuals, foundations, and companies). CSFP currently serves more than 5,300 children enrolled at over 160 private and parochial schools.

POSITION OVERVIEW

The Development Associate will join the CSFP Development Team to support the growth of philanthropic support of the organization and is a key part of CSFP's plan to develop strategic partnerships with individual donors and corporations, particularly through the state Education Income Tax Credit program (EITC). EITC is administered by the PA Department of Community and Economic Development (DCED).

This position will also collaborate with the development team to identify, cultivate, and steward prospects and donors outside of EITC to diversify CSFP's donor base among individuals and corporations.

ROLES AND RESPONSIBILITIES

All the duties and responsibilities outlined below are essential job functions subject to reasonable accommodation. This job posting should not be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform other duties as requested by their supervisor, subject to reasonable accommodation.

- Role is intimately involved in the management of the EITC program including donor stewardship through prompt follow up to individual and/or corporate inquiries regarding process, documentation, and applications,
- Facilitate and prepare tax credit reporting for DCED including tax compliance and corporate partners' documentation,

- Update and maintain all CSFP managed Special Purpose Entity LLC (SPE) member agreements and documentation,
- Support Director of Development in donor cultivation and stewardship including administering quality, written and verbal, communication with donors and prospects,
- Contribute to CSFPs revenue goals through management of a portfolio of donors and prospects,
- Other administrative fundraising and research responsibilities as required, including managing data in the organization's Donor Perfect database.

POSITION REQUIREMENTS

While no one candidate will possess every quality outlined for this position, a successful candidate will bring many of the following professional qualifications and personal attributes.

- Bachelor's degree required,
- One to three-plus years of experience, preferably in non-profit fundraising,
- Experience with Pennsylvania's EITC programs and administration is highly preferred,
- Extremely organized with strong time management skills to accomplish goals and deadlines,
- A detail orientation with experience in donor stewardship,
- Advanced skills utilizing various software and web-based tools (i.e.: Microsoft Office, Donor Perfect),
- Strong research and writing skills,
- Experience working with diverse constituencies,
- Ability to thrive in collaborative professional environment,
- Creative, self-motivated, proactive, and confident,
- Strong verbal and written communication skills.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

Certain abilities to physically perform the duties and to work in the environmental conditions are required, such as:

- Must be able to travel—valid driver's license and/or access to transportation when necessary required,
- Must be able to sit for extended periods of time at a computer,
- Must be able to maneuver in an office space, including reaching file cabinets, filing, faxing, scanning, copying, typing, mailing, and making phone calls,
- Must be able to assist with events, which includes lifting up to 35 pounds, bending, reaching, climbing, standing.

COMPENSATION

This is a full-time exempt position, generally 9 a.m. to 5 p.m. and may include evening and weekend work. CSFP provides a competitive compensation and benefits package. The starting salary for this position is \$45,000.

EQUAL OPPORTUNITY EMPLOYMENT POLICY

CSFP is committed to a diverse and pluralistic workplace. We strongly encourage applications from all qualified individuals. As such, CSFP is committed to a policy of equal employment opportunity for all applicants, employees, volunteers, and interns.

CSFP prohibits discrimination based on an individual's race, color, religion, gender, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or any other basis protected under applicable law.

HOW TO APPLY

Send your cover letter and resume via email to Tanya Woodruff at Resumes@csfphiladelphia.org. Reference the title of the position in the subject line of your email. The cover letter should include the following elements:

- Why you are interested in this specific position and CSFP,
- Any additional professional and/or personal experience that informs your qualifications for this position that is not otherwise obvious from your resume.