



Development Associate

314 Action

Washington, DC based

314 Action is a grassroots community of over 6 million people working to elect scientists who will use science and facts to address some of our most pressing issues like climate change and health care. In 2020, we helped flip U.S. Senate seats in Arizona and Colorado by drafting Capt. Mark Kelly and former Gov. John Hickenlooper to successfully run for office. After raising nearly \$30 million in grassroots donations, 314 Action helped elect nearly 20 scientists at the federal level and over 100 scientists at the state and local levels. Of these scientists, 57% were women, 23% were candidates of color, and 24% were first-time candidates for public office. 314 Action and its mission to elect scientists at all levels of government have been featured in pieces by numerous news outlets, including [NBC News](#), [CNN](#), [Bloomberg](#), [Newsweek](#), [The Hill](#), and [Huffington Post](#).

For 2020 and beyond we are looking for an entrepreneurial Development Associate to help us lead the expansion of 314 Action's nationwide fundraising network and grow our fundraising to \$50 million+ per cycle. The ideal candidate will have recent campaign fundraising experience or will at least have some non-fundraising experience on a campaign or with another political organization. We are looking for an outside the box thinker who will thrive in a startup environment with minimal bureaucratic hurdles. The Development Associate will report to the Development Director and will work with other members of our staff including the Executive Director and Founder / President.

The Development Associate will provide call time management support to Development Director and Founder / President while also working on projects related to mid-level and major gifts, events, donor stewardship, and database management.

Responsibilities

- Manage the call time program, including strategic oversight in call time rotation, establishing prospecting process, and preparing call sheets for the President and Development Director
- Execute the call time follow up process including email, direct mail, and text message program
- Direct the acknowledgment program including letters and correspondence between donors and senior staff
- Work with Development Director to establish mid-level giving engagement programs including call time, events, and mail strategies
- Work with Development Director on event programming including organization led events, donor hosted fundraisers, and events for candidates
- Create monthly fundraising reports and other database reports as needed
- Continually update and correct database records
- Other duties as assigned by the Director of Development

Preferred Qualifications

- Self-starter with 2-3 years of political / campaign / electoral or nonprofit experience
- Proficiency in Microsoft Word, Excel, PowerPoint, + Google Docs
- Proficiency in using and troubleshooting NGP, Actblue
- Hard working, highly organized, with incredible attention to detail
- Strong verbal and written communication skills
- Excellent time management skills and ability to manage several tasks/projects at once
- Flexibility and the ability to capitalize on opportunities that present themselves in fundraising
- Thrives in an ambiguous, evolving environment with startup culture

How to Apply

Interested candidates should send a resume and cover letter to jobs@314action.org with the subject line "Development Associate." No calls please.

Salary range will be \$45,000 - \$55,000 per year, depending on experience. Additionally, 314 Action provides a full benefits package for employees including paid time off, health, dental, and a generous employer match 401(k).

All 314 Action staff will have the option to work in person at the 314 Action office. Directors will have the flexibility to arrange schedules with their team members, to ensure we benefit from in-person collaboration but still allow for part-time remote work. All 314 Action employees are required to be fully vaccinated against COVID-19 as a condition of their employment.