



**POSITION ANNOUNCEMENT – April 2, 2009  
DEVELOPMENT ASSOCIATE**

1Sky ([www.1sky.org](http://www.1sky.org)) is a highly collaborative new national campaign in the United States catalyzing a society-wide movement in support of bold federal action to tackle global warming. The 1Sky policy platform represents the scientific bottom line – the solutions we must implement immediately to avert catastrophic climate change and transition to a green economy. The 1Sky strategy combines dozens of allies nationwide in a campaign driven by powerful field and organizing, voter education, and Internet and communications strategies to communicate a highly visible public demand for Congress and the President to implement the 1Sky platform as quickly as possible. 1Sky is building a central staff of approximately 15 located Takoma Park, MD, that works cooperatively with 1Sky allied organizations and individuals around the country to carry out our mission.

**1Sky is seeking a smart, motivated, and experienced Development Associate to support the work of the fundraising team by supporting 1Sky foundation fundraising as well as helping to develop and implement a major gifts and direct mail program. Reports to the Development Coordinator with secondary assistance provided to the Campaign Director.**

**PRIMARY RESPONSIBILITIES:**

- Support 1Sky's foundation-based fundraising by preparing grant proposals, reports, and budgets and maintaining files, database, lists and records.
- Develop major gifts by researching and cultivating individual donors based on potential for giving and substantive interests.
- Work closely with the Campaign Director, the Board of Directors and Development Coordinator to identify and research new and established foundations and individual contributors. Analyze historic patterns of giving and develop effective strategies for one-on-one solicitations and Planned Gifts.
- Cultivate relationships with major donors through regular customized mailings and by inviting them to special events that highlight the campaign's substantive work.
- Help organize and implement fundraising events as a vehicle to cultivate major gifts and direct mail campaigns.
- Provide administrative oversight of development work including data entry, generating donor acknowledgements, maintaining files, and financial coding and processing.

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**1SKY EDUCATION FUND**

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- Provide support for the Board of Directors including generating documents for bi-monthly board meetings as well as ensure that the existing Board is engaged and involved.
- Provide ad hoc support for the Campaign Director as needed.

## **IDEAL PROFESSIONAL & PERSONAL REQUIREMENTS**

- Minimum 1-3 years of professional experience working with foundations, major gifts development and special events, and a demonstrated commitment to the field.
- Outstanding organizational skills and attention to detail.
- Bachelor's Degree in English, communications, public administration, or related field.
- Excellent writing and editing skills.
- Computer skills, including database and excel spreadsheet management.
- Comfort with multi-tasking and a fast-paced, high-performance culture.
- Energy, enthusiasm, and a sense of humor.

**START DATE:** Immediately

**SALARY:** Salary, commensurate with experience. An excellent benefits package is offered.

**SUBMISSIONS:** Cover letter, resume, and contact information for three (3) references from your most recent employment and/or education.

**APPLICATION DEADLINE:** Rolling, apply as soon as possible.

**PLEASE SEND APPLICATIONS TO:** [hr@1sky.org](mailto:hr@1sky.org), putting **Job Application: Development Associate** in the subject line.

**NOTE:** We are only accepting applications by email. Please do not make any inquiries about the position or the status of your application. Because of the volume of applicants we anticipate, we cannot respond individually to each application. We will contact those applicants that are of interest to the Search Committee directly.

**1Sky is an equal opportunity employer. We carefully consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.**