



Development Associate - USA

Position Description

BUILDING TOMORROW

615 N. Alabama St., Suite D, Indianapolis, IN 46204 | buildingtomorrow.org | 317.632.3545 | info@buildingtomorrow.org

OVERVIEW

Building Tomorrow, an international social-profit organization galvanizing communities to support thriving schools in underserved areas in East Africa, is seeking a highly motivated, values-aligned Development Associate. In this position, you have the opportunity to be a part of exciting programs and issues at the heart of the international development agenda. You will play a pivotal role in executing Building Tomorrow's fundraising events and help to identify and cultivate relationships with institutional and individual donors, activities critical to ensuring Building Tomorrow can grow its programs and reach more children. You will have an opportunity to learn and grow in a dynamic environment where no two days are the same.

THE ORGANIZATION

Started in 2006, Building Tomorrow improves access to child-friendly, community-supported schools by providing an inclusive, transformative education for underserved children. Through our Thriving Schools program, we deploy Building Tomorrow Fellows, the change agents who recruit and train Community Education Volunteers, together bringing out-of-school children into the classroom while working with school leadership to ensure access to an inclusive, transformative school environment. We also work hand-in-hand with local communities, the Ministry of Finance, and the Ministry of Education to construct new primary schools where no formal primary school exists. With a full-time staff of 125, Building Tomorrow reaches some 135,000 students each day. Building Tomorrow has received funding and recognition for its innovative work from the Clinton Global Initiative, Educate a Child, Echoing Green, the Segal Family Foundation, and Forbes Magazine. More information can be found online at: www.buildingtomorrow.org.

KEY RESPONSIBILITIES OF THIS POSITION

- Coordinating Building Tomorrow's signature fundraising events hosted in Indianapolis
- Writing grant proposals and grant reports, as well as other materials for institutional funders and prospective funders, and logging and receiving gifts
- Contributing to preparations for Board meetings and key meetings and events with donors and partner organizations
- Conducting prospect research to identify and make recommendations pertaining to potential institutional funding opportunities and individual donors
- Documenting and uploading correspondence and other key partner data in Building Tomorrow's donor database
- Creating and maintaining an updated grants calendar

MUST HAVES

- Excellent writing skills with the ability to produce quality written products tailored to various audiences
- Strong verbal communication and interpersonal skills, and a team-oriented mentality
- Exceptional attention to detail
- Highly motivated and ability to self-start, as well as see through projects from beginning to end
- Professional demeanor and willingness to engage with partners through email, phone calls, and in-person meetings
- Strong time management skills and ability to juggle multiple tasks at once
- A curiosity in the world around him/her
- A Bachelor's degree from an accredited institution, preferably in international relations or a related field
- Proficiency in Microsoft Word, Excel, and PowerPoint.

WE WANT YOU TO APPLY IF...

- You have an **unshakeable passion** for education equality, believing access to an inclusive, quality education is a basic human right.
- You possess **creative ingenuity**, being progressive in your thinking and approaching challenges old and new. You are intrapreneurial and unafraid to pilot new ideas.
- You are **relentlessly determined**. You refuse to accept the status quo and persistently strive to create new opportunities to reach more children, allowing them to reach their maximum potential.
- You believe in **collaborative engagement**. You believe more can be achieved together than alone, believe in the power of cultivating relationships and see everyone as an equal partner.

COMPENSATION

Compensation will be commensurate with experience. This position is based in Indianapolis, IN and reports to the Director of Strategic Partnerships.

TO APPLY

Please submit a statement of interest of no more than one page explaining why you are a great fit for this role, along with three writing samples (not to exceed a total of 20 pages) and your resume to careers@buildingtomorrow.org.

If someone referred you to apply for this position, please provide his or her name in your statement of interest.

Building Tomorrow is an Equal Employment Opportunity employer.