

**Position Title:** Advancement Associate

**Compensation:** \$55,000 - \$69,000

**Reports to:** Director of Institutional Advancement

### **Position Summary**

The DC Fiscal Policy Institute (DCFPI) seeks an organized and innovative person to join our organization as a full-time Advancement Associate. As the Advancement Associate, you will play a key role in DCFPI's sustainability and financial solvency, helping to manage and implement fundraising initiatives that support an ambitious policy agenda for an antiracist, equitable DC. This new role is a great opportunity for someone with strong organizational and project management skills, a commitment to racial and social justice, and a desire to grow personally and professionally in a supportive culture.

The ideal candidate will have at least two years of nonprofit experience, working to support frontline fundraising, coordinating event logistics, and providing administrative support. If you are organized, creative, self-motivated, and a problem solver passionate about equity and justice, this position might be for you!

### **Primary Responsibilities:**

- Manage advancement data in CRM, including data storage, cleaning, and analysis.
- Manage gift processing and collaborate with the finance department, including gift entry, tax receipt generation, and record-keeping.
- Generate donor reports, mailing lists, and other metrics related to fundraising campaigns.
- Support managing relationships and projects with direct mail production firm, graphic design firm, grant writing consultant, finance consultant, and some donors.
- Support administrative task execution for the advancement department, including event coordination and execution for in-person and virtual events.
- Conduct donor research as needed.
- Support the Leadership Team with administrative tasks, file management, meeting schedules, project budget development and tracking, board management, and staff engagement.
- Represent DCFPI at community events, including but not limited to block parties, budget briefings, and community engagement and fundraisers.
- Solicit and manage vendors, consultants, and other external event support.
- Support event logistics and planning/project management.

### **What We Hope You'll Bring:**

- Strong project management skills and attention to detail.
- Excitement to collaborate with persons from diverse lived experiences.
- A superior team player; ability to maintain collaborative and team-oriented relationships with staff, volunteers, board members, and the community.
- Flexibility for evening/weekend meetings and a willingness to travel as needed.

- Experience with a CRM required, preferably Little Green Light; must have fluency in Microsoft Office and Google Suite.
- Experience with e-marketing software, like MailChimp or Constant Contact.
- Experience with Canva, Zoom, and YouTube preferred but not required.
- Experience managing vendors/consultants.
- Bachelor's degree required.

This position may occasionally require evening and weekend work. However, DCFPI offers compensatory time.

### **Compensation**

DCFPI offers a generous comprehensive benefits package including 100% employer-paid health insurance, 401(K) program, generous PTO package, and schedule flexibility. This position's salary range is \$55,000 – 69,000; excellent benefits include health insurance, dental and vision care, life and long-term disability insurance, retirement and generous vacation leave, sick leave, and holiday schedules.

### **About DCFPI**

The DC Fiscal Policy Institute conducts timely and foundational research and analysis for an equitable tax, budget, and policy agenda that centers those most harmed by racial and economic exclusion. We do this to expand collective understanding of how oppressive structures shape past and present inequities and to create a strong evidence base for rejecting racialized austerity politics and embracing policies rooted in shared abundance.

DCFPI strategically communicates with and educates decision-makers, partners, and the public to increase salience, resonance, and prioritization of policies that advance racial and economic justice among partners and policymakers.

DCFPI commits our analytic, legislative, and strategic skills and capacities to support partners and build collaborative campaigns for strategic alliances. We do this to ensure more unified and powerful voices advocating for collective vision and goals that are responsive to the experiences of residents facing racial and economic oppression.

### **How to Apply**

Please submit a cover letter and resume to [todd@dcfpi.org](mailto:todd@dcfpi.org). Applications will be considered on a rolling basis. The email subject line should be "Advancement Associate."

*DC Fiscal Policy Institute (DCFPI) is an Equal Opportunity Employer that values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply regardless of race, color, age, sex, marital status, sexual orientation, gender identity, gender expression, genetic information, credit information, pregnancy or parental status, family responsibilities, personal appearance, creed, military or veteran status, religion, ancestry or national origin, union activities, disability, or other status protected by applicable law.*