

## Job Description

### **Play Equity Fund: Development Associate Reports to: Development Director**

**The Play Equity Fund** is a non-profit organization focused on bringing the transformational power of sport and structured play to all children, regardless of their zip code and socio-economic status. A 501(c)3 public charity, The Play Equity Fund was established in 2014 to support and expand the work and impact of the private 501(c)3 LA84 Foundation – established as a grant-giving organization to carry on the legacy of the 1984 Olympic Games held in Los Angeles.

**The Play Equity Fund** seeks to build a culture of giving and fundraising to support activities such as:

- Advocating to close the Play Equity gap: research + convenings, program evaluation + assessment, and fostering the youth sports/youth development field
- Scaling of LA84 Foundation initiatives: sports as a tool for positive youth development in after-school sports, in-school play and as a gang diversion and intervention tool
- Operating youth initiatives: such as SAMbassadors: Youth Leadership Group and Youth Idea Exchange
- Creating sport and education linkages: For example, a Science of Sport Exhibit at the California Science Center, STEM and technology of sports programs

The Play Equity Fund is currently seeking a proactive Development Associate who is self-motivated and results-driven to lead and manage the full grant cycle; support and administer the donor relations program and fundraising activities; and administer, record and track contributions. S/he must maintain an overview of all relevant issues and have the ability to work in unstructured and fluid environments.

#### *Responsibilities:*

- Managing and executive the organization's full grant cycle: research, plan, write and submit Letters of Interest/Letters of Inquiries and full grant applications to foundation and corporate entities in alignment with Play Equity Fund's priorities and funding needs. This position will track and manage awarded grants by maintaining internal reporting systems, writing reports, maintain excellence historical records, and working with staff to ensure each program is meeting proposal conditions and expectations.
- Knowledgeable about policy trends and developments related to grant funding for programs, services, general operating support and capacity building.
- Cultivate and maintain relationships with family, corporate and private foundations
- Utilize CRM system database to track grant activities and reporting
- Prepare reports, including progress and final reports
- Work with finance and program staff to ensure grant guidelines and goals are being met
- Lead the grantmaking process; review grant applications, draft applications, prepare recommendations and reports for review and approvals;
- Provide additional support for fundraising activities including special events, donor research and annual appeals.
- Identify prospective corporate donors and develop strategies to cultivate those relationships
- Steward ongoing relationships with private and corporate donors
- Maintain accurate records on prospect communications in accordance with policies and procedures.
- Track results, evaluate and manage progress toward short-term and long-term goals. Create accurate records on contracts and financial reports.
- Ensure timely and accurate report deliveries to funders
- Develop highly personalized donor communications including proposals, stewardship reports, and general program updates

- Utilize wealth screening information, other search, and networks of existing donors to identify prospective major donors
- Work with staff to create marketing collateral material, public relations and sponsor recognition plan for partners to execute in support of their partnership.

*Qualifications and Skills:*

- 3+ years of experience working with nonprofit organizations in a similar capacity
- Strong experience with CRM and Fundraising databases (such as Foundation Center, Grant Station databases, etc.) and prospect research skills. Proficiency in Salesforce or related CRM required.
- Proven experience in designing sophisticated data reports through Salesforce or similar, required.
- Knowledge of development/fundraising concepts and appropriate solicitation techniques
- Effective track record in grant writing, digital fundraising, and individual giving
- Well-versed and advanced skills in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent verbal, written, communication and interpersonal skills
- Demonstrated ability to work independently and to interact appropriately with high-level donors/prospects (Donor Relations) and senior program staff
- Strong and flexible planning skills, including the ability to anticipate tasks, set priorities, meet deadlines and function smoothly under strict timeframes and shifting priorities
- Strong time-management, motivational, and organizational skills
- Self-starter with the ability to both work independently and take initiative
- Entrepreneurial spirit with a high energy level, and an outgoing and positive personality
- Foundation relationships and grant writing experience desirable
- Entrepreneurial spirit and thrives in a dynamic and fast-paced environment
- Strong problem solving, analytical and presentation skills
- Comfortable taking initiative to communicate your needs for additional guidance, information and supports to be effective
- Excellent interpersonal skills, collegial and collaborative approach
- Ability to work efficiently and multi-task in an unstructured environment with frequent interruptions and demanding deadlines.
- Ability to adapt and make sound decisions due to last minute changes.
- Record as results-oriented effective collaborator and communicator.
- Passion for and commitment to the Play Equity Fund's mission and values.
- Bachelor's degree required; Master's degree bonus

*Compensation:*

- Range: \$58,900 - \$68,400; Commensurate with experience.

2020, December 18

Please send resume, cover letter and a list of references to: [officemanager@la84.org](mailto:officemanager@la84.org)

Refer to PlayEquityFund/Full Name in the subject line.