



GROUNDED SOLUTIONS NETWORK

strong communities
from the ground up

Title: Development Associate	Reports to: Vice President of Development
Department: Development	Status: Full-time, Exempt

About Us

[Grounded Solutions Network](#) is a national nonprofit dedicated to shaping communities to be equitable, inclusive, and filled with opportunity for all. Where we live matters. It determines what opportunities we have and how our kids grow up. Everyone should be able to live in a place that offers opportunity: access to jobs, parks, public transit, quality schools and stable homes. Strong and inclusive communities provide the foundation that people and families need to thrive, both in the present and for future generations.

As a national membership organization, we support nonprofit and government practitioners, community resident leaders, advocates, elected officials, and other housing professionals with the tools and knowledge they need for success. We promote the creation and preservation of quality housing that remains affordable for generations. Our work specifically targets creating and expanding housing with lasting affordability, using a racial equity lens.

Grounded Solutions Network is committed to fostering an organizational culture rooted in critical thinking and consciousness about race and class. We seek candidates who are dedicated to achieving racial equity as both a process and outcome. We are committed to building a staff team that is as racially and culturally diverse as the communities that we serve. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

About the Position

Grounded Solutions Network is seeking a Development Associate to support our growing fundraising efforts. Reporting directly to the Vice President of Development, the Development Associate will play a key role in the success of our development strategies by maintaining our donor database and other department systems, assisting in grant writing, and supporting donor cultivation and events. This role is ideal for someone who is detail-oriented, and eager to contribute to our mission of advancing affordable housing solutions.

Key Responsibilities

Fundraising Operations (50%)

- Manage the donor database (Salesforce), ensuring accurate and timely entry of donor information, grant deliverables and donations, and generation of reports.
- Manage all other development department tech systems and tools (currently Asana and Instrumentl) and collaborate with other departments to ensure all systems are running efficiently.
- Assist in the preparation of fundraising reports and presentations for the Executive Leadership Team and Board of Directors.
- Other relevant duties as assigned.

Grant writing and Management (30%)

- Research prospective funders and grant opportunities
- Assist in the preparation of grant proposals and reports, including gathering necessary information and supporting documents.
- Track grant deadlines and ensure timely submission of applications and reports.

Funder Relations and Stewardship (20%)

- Support the VP of Development in cultivating and maintaining relationships with donors, including scheduling meetings, preparing materials, and tracking next steps.
- Support donor cultivation, including acknowledgements, regular updates, and other communications.
- Assist in the planning and execution of fundraising events including event logistics, invitations, and day-of-event management.

Qualifications for Entry into this Position

Grounded Solutions believes that our team should reflect, respect, and understand the diversity of backgrounds, identities, and experiences of the communities that we serve. We strongly encourage people of color, people of all gender identities, people with disabilities, and LGBTQ+ candidates to apply. Studies have shown that men apply for jobs when they meet only 60% of the qualifications, but women only apply if they meet 100% of them. If you are unsure that you qualify for the position but think you'd be great at the role, we encourage you to apply anyway. If you don't have the minimum qualifications, you may be offered a different position and title, and we would partner with you to help you gain the skills necessary for the position as posted.

Knowledge, skills and abilities

- 2 years of relevant work experience
- Bachelor's degree in a relevant field (e.g., nonprofit management, communications, public relations).
- Experience with or willing to learn new software, and strong skills in MS Office Suite.
- Tech-positive attitude and willingness to learn and adopt multiple technologies to support our work. Familiarity with Salesforce, Dropbox, and/or Asana a plus.
- Strong written and verbal communication skills, with the ability to write clearly and concisely.
- Excellent organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines.
- Commitment to Grounded Solutions Network's mission, with an understanding of affordable housing issues and a passion for social justice.
- Ability to work independently and as part of a remote team.

Starting Salary Range

This position is hourly, non-exempt, with a pay rate ranging from \$21.63 to \$26.44 per hour, depending on experience and qualifications.

Benefits

Competitive, comprehensive benefits package including health, dental, matching 401k, and paid time off. Supportive, stimulating, and collaborative environment with passionate colleagues dedicated to building community, equity, and justice. Opportunities for professional growth and development.

Travel Required

Approximately 2-4 trips per year of domestic out-of-state travel, as needed, to attend conferences and company meetings.

Location

Remote/Hybrid with preference given to candidates in the Washington DC area

Join our team and build your career with us! We offer:

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- Opportunities for professional growth and development.
- Competitive, comprehensive benefits package including health, dental, matching 401k and paid time off.

How to Apply

Please submit, as 1 document (PDF or word), a cover letter and resume here: [Development Associate](#). Interviews will be conducted on a rolling basis.