



ALL OUR KIN

Development Associate, All Our Kin

**Location: Will have the option to work primarily from New Haven, Bridgeport, Stamford, or NYC.
Occasional travel between offices required.**

All Our Kin is seeking a highly organized, driven, and skilled communicator to join the organization as Development Associate. The Development Associate will play a critical role in securing the philanthropy necessary for continuing and expanding All Our Kin's work on behalf of children, families, and family child care providers. S/he will work closely with the Communications and Development Manager and the Chief Executive Officer to establish and act on fundraising goals, create and sustain relationships with individual, foundation, corporate, and government funders who share All Our Kin's vision, and manage the grant-writing process.

Reporting Structure: Reports to the Communications and Development Manager and the Chief Executive Officer

About All Our Kin:

All Our Kin first opened its doors in a New Haven housing development in 1999 with two staff members, six mothers, six children, and one core belief: all children deserve access to high-quality early learning opportunities. Through our programs, child care professionals succeed as business owners; working parents find stable, high-quality care for their children; and our youngest and most vulnerable children receive the early learning experiences that prepare them to succeed in school and in life. Today, we serve over 400 home-based family child care providers in New Haven, Bridgeport, Norwalk and Stamford, and New York City; these parents and educators in turn serve over 2,400 children in our community. To learn more about our work, please visit www.allourkin.org.

We are searching for an enthusiastic team player who is looking to make an impact and is excited about being a part of an effective, growing and dynamic non-profit organization. We offer competitive salary and benefits, a flexible schedule, and the opportunity to work with All Our Kin's Chief Executive Officer and a team of skilled and motivated professionals.

Responsibilities of the Development Associate include but are not limited to:

- Creating and sustaining relationships with individual, foundation, corporate, and government funders and board members who share our vision for families, children, and child care providers
- Overseeing the grant cycle for multiple individual, foundation, government, and corporate funders
- Coordinating with All Our Kin's Communications and Development Manager, Chief Executive Officer, and other staff members to obtain the information necessary to prepare complete and timely funding proposals and reports

- Analyzing and synthesizing information to compose compelling funding proposals and reports that faithfully and knowledgeably communicate All Our Kin's successes and challenges
- Supporting All Our Kin's Communications and Development Manager and Chief Executive Officer in establishing and acting on annual fundraising goals
- Communicating fundraising-related updates to the leadership team and other staff members
- Communicating with Site Directors and program staff about grant-related activities, goals, and reporting requirements
- Managing All Our Kin's grant calendar, major gifts database, and donor contact list
- Organizing All Our Kin's annual benefit events and other fundraising events and activities
- Organizing in-person visits with funders, including coordinating with staff to plan visits and supporting family child care providers in preparing for visits
- Cultivating donors by creating specialized correspondences, preparing letters of acknowledgement, and coordinating All Our Kin's annual appeal
- Serving as a point of contact for select funders, board members, and stakeholders
- Attending occasional evening and weekend events

Ideal candidates will:

- Have a deep commitment to the goal of making high-quality early care and education available to all children
- Believe in the All Our Kin mission and model
- Exhibit a strong ability to build relationships with diverse stakeholders
- Possess excellent written and interpersonal communication skills
- Be proactive, highly organized and take initiative to achieve goals
- Be equally comfortable and effective working independently and as part of a team
- Be open to generating and fielding new ideas
- Be highly reflective and able to offer and receive feedback on a regular basis
- Demonstrate a keen eye for detail and the ability to multitask in a fast-paced environment
- Be willing to learn and creatively problem-solve
- Demonstrate a high degree of discretion dealing with confidential information
- Be proficient in MS Office Suite, particularly with Word, Excel and PowerPoint
- Have a minimum of a Bachelor's degree or equivalent experience
- Be available and willing to work some early mornings, evenings and weekend days
- Experience with budgeting and basic financial statements a plus, but not required
- Spanish speakers encouraged to apply

Benefits of Working at All Our Kin:

All Our Kin's small size, focus on innovation, and collaborative model of program development make it possible for staff members to get a close look at the workings of a small, high-impact nonprofit organization on the cusp of two critical issues: job creating and child care. All Our Kin is an equal opportunity employer and recognizes that diversity and opportunity are fundamental to children's lives and to our work. We offer competitive salaries. **Send resume and cover letter by email to job.u9ag3@allourkin.recruitee.com**