



THE
**CREATIVE
COALITION**
Development Associate

Location:

New York City **OR** Los Angeles, CA

The Creative Coalition is a New York City-based charitable nonprofit organization looking for a Development Associate to support a bi-coastal CEO.

Position Requirements:

Demonstrated ability to address the position accountabilities listed below. Minimum five year's previous experience in non-profit development, fundraising and/or marketing. Excellent track record submitting grants and proposals. Four-year college degree.

Position Accountabilities:

- Assists and reports to the CEO on all fundraising and income-generation.
- Responsible for all non-programmatic income of the organization.
- Researches fundraising, sponsorship and development opportunities.
- Submits grants and proposals with a good success rate.
- Maintains accurate accounting of expenses when required.
- Assists in maintaining database of contact information.
- Researches and conducts outreach of members, celebrities, executives, elected officials.
- Has complete working knowledge of Microsoft Outlook, Word and Excel. Knowledge of other Microsoft Office suite programs – Access, PowerPoint, Publisher is a plus.
- Will be expected to travel and attend meetings, events and various functions with CEO in a support capacity. This includes travel by plane, train, and motor vehicle, and single or multiple overnights.
- Has working knowledge and proficiency with various electronic tools – smart/cell phones, laptop computers, etc.
- Complies with all organizational policies, procedures and expected standards of performance.
- Has or will obtain a valid passport at own expense and has a valid driver's license and good driving record.
- Will provide and support effective member relations and act in a manner conducive to a positive and healthy work environment.
- Performs all other duties as assigned by the CEO, Board of Directors and/or the President.

The above describes the general content of this position. It is not to be interpreted as an exhaustive statement of duties, responsibilities or requirements.

Classification:

Regular Staff exempt position with an annual salary.

Email résumé to:

John Hook, CFO & Deputy Director
The Creative Coalition
Development@TCCOnline.org