



**Primary Employer Contact/Supervisor Name:** Tiffani Sykhamcountry

**Contact Title:** Managing Director, Development

**Email:** apply@newpoliticsacademy.org

**Role:** Development Associate

**About New Politics Academy:**

New Politics Academy, a nonpartisan non-profit organization, was founded in 2016 to transform government by recruiting and developing transformational servant leaders with the highest caliber of integrity, courage, and empathy. New Politics Academy is working to help servant leaders overcome the traditional barriers to entering the political arena. Through leadership development experiences, educational programming, and networking events, we're building a new pipeline into politics for Americans who have served our communities and country and who feel called to continue their service by jumping into the political arena. Our organization works to strengthen our democracy.

**Our Need:**

The Development Associate plays a critical role in expanding New Politics Academy's donor pipeline by collaborating closely with the Fundraising Manager and Managing Director of Development to oversee and execute our ambitious prospecting program. Through conducting donor research, managing prospects and donor data, and supporting fundraising strategy and operations, this role helps drive new leads into the development pipeline, strengthen donor engagement, and support sustainable revenue growth nationwide.

The Development Associate reports to the Managing Director of Development and works closely with the Fundraising Manager and cross-functional teams.

**Roles and Responsibilities:** Responsibilities include, but are not limited to:

**Prospect Research & Pipeline Management**

- Conduct donor research to identify, evaluate, and prioritize prospective donors aligned with New Politics Academy's mission
- Build, manage, and maintain a robust prospect and donor pipeline to support fundraising goals
- Research best practices in fundraising and nonprofit management to recommend and implement process improvements



#### **Donor Engagement & Communications**

- Draft donor briefs, research memos, and outreach materials to support cultivation, solicitation, and stewardship efforts
- Support the development and execution of engagement strategies for prospective and existing donors

#### **CRM, Data Management & Reporting**

- Organize, maintain, and update CRM database(s), donor records, and prospect tracking systems
- Track donor data, engagement metrics, and reporting tools to inform fundraising strategy and decision-making

#### **Fundraising Operations & Events**

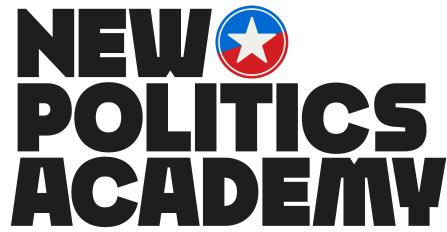
- Assist with planning, preparation, and execution of virtual and in-person fundraising events
- Work closely with the Managing Director of Development and Fundraising Manager to support fundraising and finance operations

#### **Preferred Qualifications:**

- Excellent verbal and written communication skills, as well as strong organizational abilities.
- Solving problems beyond a given scope of work, and providing feedback
- Self-starter, capable of working with managers and conducting research on their own
- Collaborating with a small team that makes a big impact

#### **Any member of the New Politics Academy team should possess the following characteristics:**

- Deep commitment to New Politics Academy's mission and belief that servant leadership can transform our politics and strengthen our democracy
- Ability to represent and live New Politics Academy's values of courage, integrity, and empathy in daily work and relationships
- Growth mindset with openness to feedback and a desire to continuously learn and improve
- Comfort working in a direct, feedback, and results-oriented culture
- Demonstrated hustle, perseverance, and follow-through in pursuit of goals



#### **Salary and Benefits:**

New Politics Academy offers generous health benefits, paid holidays, unlimited vacation time, group life insurance, cell phone reimbursement, mentoring, professional development opportunities, and competitive family leave.

The organization is a fully remote national organization that has two annual all-staff retreats. Travel will be required approximately 10% of the year. Starting salary at \$60,000 and commensurate with experience.

#### **Application Materials and Submission**

Please submit the following to [apply@newpoliticsacademy.org](mailto:apply@newpoliticsacademy.org) with the subject line: Development Associate Application.

- Resume
- Cover Letter

**For your cover letter, which should not exceed one page, please provide a brief response to the prompt.** Describe a time when you gathered information to identify and prioritize people, organizations, or opportunities for outreach, support, or engagement. This could come from school, work, volunteering, student organizations, customer service, advocacy, or another life experience.

- How did you decide *who* to focus on first?
- What information, observations, or signals helped guide your decision?
- What action did you take, or what recommendation did you make based on what you learned?

(You do not need prior fundraising or prospect research experience to answer this question.)

*New Politics Academy is an equal opportunity and affirmative action employer. New Politics Academy is committed to achieving a diverse workforce through application of its affirmative action, equal opportunity and nondiscrimination policy in all aspects of employment.*