



Job Announcement

Development Associate

Organization Description:

The Center for Economic and Policy Research (CEPR) was established in 1999 to promote democratic debate on the most important economic and social issues that affect people's lives. An independent, nonpartisan think tank based in Washington, DC, CEPR functions as an economic “truth squad” and a media watchdog, conducting professional research and getting it out to the media, policy-makers, and advocates.

Job Description:

The Development Associate is responsible for coordinating CEPR’s fundraising activities, including day-to-day operation of development tasks. He/she reports to and works closely with the co-directors to assure CEPR’s financial strength and sustainability by establishing and attaining fundraising goals.

Responsibilities include:

- Developing short- and long-term development plans for both foundations and individual donors, including fundraising goals, strategies and tasks timeline
- Coordinating all fundraising activities, including tracking of proposal and report due dates and next steps.
- Identifying and pursuing new sources of income.
- Researching, writing and editing grant proposals and reports.
- Maintaining active donor and database files.
- Keeping donors and foundation contacts regularly informed about CEPR’s accomplishments.
- Providing accurate and timely development reports to management and the board.

Qualifications:

- Five to ten years experience in fundraising and/or major gifts.
- Strong experience with grant proposal and report writing, budget development and financial reporting.
- Demonstrated initiative and resourcefulness.
- Outstanding verbal and written communication skills.
- Excellent organizational, interpersonal and planning skills.
- Willingness to work hands-on in developing and executing a variety of fundraising activities.
- Commitment to and ability to articulate the mission and work of CEPR.

Salary & Benefits: Salary commensurate with experience. CEPR offers competitive salaries and an excellent benefits package. This position will be represented by the International Federation of Professional and Technical Engineers, Local #70, AFL-CIO.

To Apply: Send resume, cover letter, and salary requirement to jobscepr2008@cepr.net. No telephone calls or faxes please. Closing Date of Position: November 10th, 2008.

The Center for Economic and Policy Research is an equal opportunity employer that considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any legally protected status.