



307 Fourth Avenue, Suite 1500 · Pittsburgh, PA 15222

July 5, 2019

Position Title

Development Associate

Location

Sustainable Pittsburgh's office at 307 Fourth Ave., Suite 1500, Pittsburgh, PA

Reporting To

Director of Finance and Administration

Direct Reports

None

General Description

Sustainable Pittsburgh seeks a full-time, exempt Development Associate to help craft and execute our development strategy. This position will report to the Director of Finance and Administration, and will coordinate closely with the communications team and with the Events Coordinator. The Development Associate will have primary responsibility for expanding our membership program, sponsorship program, and will assist with restructuring our portfolio of consulting services. This position will not have primary responsibility for authoring grant proposals to foundations and governmental entities, but may be called on in this capacity or to assist with grants administration, including tracking of deadlines.

Principal Functions

- 75% - Work with the Director of Finance and Administration to finalize the 2019, 2020, and longer-term fundraising goals for our membership and sponsorship programs. Develop and implement strategies to achieve those goals, working closely with the communications team and the Events Coordinator to develop robust, targeted communications, appeals and events. Maintain donor database, fulfillment of member/sponsor benefits, and provide assistance where needed with the restructuring and marketing of our portfolio of consulting services
- 10% - Provide support for foundation and government grantseeking efforts, to include but not limited to discovery, grantwriting, editing, and deadline tracking
- 10% - Representing Sustainable Pittsburgh at external events and with the public
- 5% - Engagement in professional development opportunities to grow expertise and network within the field



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Organizational Background

Sustainable Pittsburgh is a 501(c)3 nonprofit organization with a mission of accelerating sustainable policy and practice in Southwestern Pennsylvania. We are a trusted convener and have worked for over 20 years with multidisciplinary groups of decision-makers. Our approach to sustainability has always been systems-change-focused and comprehensive, incorporating equity, environment, and economy simultaneously. Through our programs, events, and activities, we are connected on these topics to hundreds of the region's organizations and thousands of individuals. We are a dynamic team of dedicated, knowledgeable, passionate professionals.

Our vision is, through the policy and practice of sustainable development, for Southwestern Pennsylvania to have a strong economy in which all people can live to their potential, are engaged, and prosper within the means of a clean and healthy environment.

Qualifications

EDUCATION & EXPERIENCE: College degree or equivalent experience in nonprofit management, marketing, or a related field and a minimum of five years' experience in development or sales, with a track record of fundraising ability.

KNOWLEDGE, SKILLS, ABILITIES:

- Comprehensive understanding of nonprofit development needs and strategies
- Experience raising funds from a variety of sources, including successful cultivation and retention of individual donors
- Successful grantwriting experience and experience building relationships with funders is desirable.
- Computer, office equipment, and mobile communications skills needed. Proficiency with Microsoft Office required. Proficiency with Salesforce desired, but not required.
- Excellent oral and written communication skills.
- Must have strong attention to detail, a friendly demeanor, and strong organization skills.
- Strong collaborative and interpersonal skills.
- Ability to problem-solve, work independently and creatively, prioritize and manage multiple tasks, meet multiple deadlines.
- Familiarity with principles and practice of sustainability.

PHYSICAL REQUIREMENTS:

While performing the duties of this job the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; balance; and talk or hear. The employee may be required to lift up to 15 pounds. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. An employee in this position is exposed to conditions relative to a typical office environment, including ambient room temperatures, moderate noise levels, fluorescent lighting and traditional office equipment.



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Employee will be expected to be able to complete tasks in a timely fashion and use personal and/or public transportation. The employee should expect moderate levels of travel within the greater Pittsburgh region.

Salary and Benefits

Sustainable Pittsburgh offers a salary range of \$39,000-\$42,000 for this position, commensurate with experience, and a benefits package including medical/dental/vision, etc., 403b plan, and defined contribution retirement plan.

Application Information

Applications must be received by 5:00 PM Eastern Time on July 26, 2019. To apply, please send email with a subject line "Development Associate" to careers@sustainablepittsburgh.org. Please attach cover letter and resume as a single .pdf file.

Equal Employment Opportunity Statement:

It is the policy of Sustainable Pittsburgh to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, political affiliation, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law.