



1600 20th Street, NW • Washington, D.C. 20009 • 202/588-1000 • www.citizen.org

Position Available – Foundation Relations Associate Development

GENERAL DESCRIPTION OF POSITION: The Foundations Relations Associate is helps track and manage Public Citizen's multimillion-dollar portfolio of foundation donors and prospects, including basic foundation research, help write grant proposals, and manage the grant process, which involves coordinating and drafting progress reports, tracking awards and grants, and scheduling meetings with foundations for our Directors and President.

RESPONSIBILITIES:

1. Help identify and in some cases assist in the solicitation of new foundation donors.
2. Assist program directors with stewardship strategies for new and existing foundation donors.
3. Assist with generating proposals, acknowledgement letters, and interim and final reports.
4. Assist with developing a foundation grant strategy in collaboration with the President, EVP, Program Directors, and Development Director.
5. Thoroughly understand Public Citizen- its mission and policies, culture, values, history, programs, and finances.
6. Track the distribution of awards and grants in collaboration with the Chief Financial Officer and the Director of Development.
7. Help develop and maintain written materials for dissemination to foundations.
8. Assist in additional responsibilities as needed.

QUALIFICATIONS:

Education: College degree required.

Knowledge: Knowledge of foundation research techniques and giving methods. Knowledge of tracking, recording, and reporting on existing grants.

Work Experience: One to three years of foundation relations or related development work, preferably at a public interest advocacy organization. Some experience writing grant proposals, letters of inquiry, and reports.

Skills: Some research, project management and presentation skills. Strong oral and written communication skills.

Capabilities: Highly motivated and innovative thinker as well as problem-solver. Ability to handle multiple assignments under deadlines and changing circumstances. Ability to work well with others. Attention to detail and accuracy, ability to work independently, a strong knowledge of how to use research to identify potential grants. Strong interest in and commitment to the public interest.

SALARY AND BENEFITS:

Competitive salary commensurate with experience. Good medical and dental coverage. Three weeks paid vacation for new employees.

TO APPLY:

Please send a cover letter, resume and writing sample to mstrand@citizen.org. No phone calls.

Public Citizen is an equal opportunity employer. Public Citizen employees are proud members of SEIU Local 500. People of color, women and LGBT candidates are encouraged to apply.