



Empowering Entrepreneurs • Growing Communities

Centro Community Partners Development Associate - Job Description

Founded in 2010, Centro Community Partners (Centro) is an Oakland-based non-profit with a mission to build thriving communities by providing underserved, low-income people with entrepreneurship education, financial literacy, one-on-one business advising, mentorship, and access to capital. Centro empowers underserved women and minority entrepreneurs to be effective business owners, create self-sustaining jobs, and obtain microloans to grow businesses that add to the economic vitality and social vibrancy of their communities.

Centro seeks an experienced Development Associate to help grow our thriving non-profit. In this position, the candidate will be responsible for achieving annual fundraising targets, developing new relationships with prospective funders and managing relationships with current funders that provide financial support for Centro's operations. The Development Associate will work closely with the CEO to formulate funding strategies, including identifying potential funding sources, preparing funding proposals and reports as directed by management. The job includes fund development, information management and grants reporting/writing. Exceptional writing skills are paramount.

Other duties of the position include, but are not limited to:

Grant Prospecting and Management:

- Develop annual fundraising strategy working closely with the CEO and identify fundraising targets.
- Facilitate the development of relationships with funders through presentations, personal meetings, and communications.
- Research potential funders such as corporations, family foundations and individuals donors for supporting Centro's programs and reaching out the program/giving officers at these giving institutions for introductions.
- Develop a strategic fundraising strategy incorporating targeted funders and timelines, building relationships with funders and preparing materials for fundraising.
- Manage the timeline and production of all deliverables tied to funding.
- Establish timelines and work distribution for the successful development of specific funding proposals or materials to present to specific funders.

- Draft and edit proposals: manage the proposal development process, strategize on approach, track opportunities, manage timelines and provide follow-up.
- Tracking of progress against goals: provide quarterly reports to the CEO and COO on the short- and long-term progress of the development program.
- Familiar with government grant making process.

Funder Cultivation/Outreach:

- Build ongoing relationships with program/funding officers, plan and co-ordinate meetings with current funders; besides reaching out to prospective funders
- Attend relevant non-profit events and build relationships with representatives from the industry.
- Lead the development of contacts(s) database and identify, cultivate relationships with current and prospective donors.
- Update donors on Centro's growth and impact in the community.

Qualifications:

The ideal candidate in the role will have:

- BA/BS level degree in business, marketing or communications required. Masters preferred.
- 1-2 years of experience in fundraising, communications, business development or another related field.
- Exceptional communications skills, verbal and written.
- Experience working with low-to-moderate income (LMI) population, previous work in non-profits serving LMI in area of economic development, technical assistance, poverty alleviation preferred.
- Experience in institutional fundraising, grants management or business development.
- Technical skills with experience using Google and Microsoft Office Suite, and Salesforce.
- Cultural competency and experience working with mixed and dynamic workforce, ability to



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work independently as well as collaboratively as part of a team.

- Ability and experience to handle confidential and sensitive materials professionally.
- Strong organizational skills with attention to detail.

Appointment: 40 hours per week with opportunity to work remotely

Compensation: \$50,000 base plus performance-based bonus.

TO APPLY: Interested candidates should submit a resume and cover letter that summarizes their professional, academic and volunteer experiences and clearly explain how their professional background and interests are aligned with the position. Email us at:

careers@centrocommunity.org