



## FAIRMOUNT VENTURES

### ASSOCIATE

Fairmount Ventures ([fairmountinc.com](http://fairmountinc.com)) is a social impact business launched in 1992 to help nonprofits grow and thrive. Core services for nonprofits, public agencies, and philanthropy include: strategic and business planning, resource development and capital campaigns, executive search, program design and assessment, and mergers and affiliations. Clients benefit from our expertise in: arts and culture; civic and community-building efforts; early childhood, K-12 and higher education; youth development; healthcare; housing; human services; sustainable communities; and workforce development. Fairmount has been a thought partner to over 400 organizations, helped raise over \$750M in new funding, and is sought for our deep understanding of the Philadelphia region and rich set of connections that benefit clients.

#### Position Overview

Fairmount has an opening for an Associate to add to our growing team. This position supports client projects by providing critical administrative, research and writing assistance to help meet the fundraising and planning needs of Fairmount's nonprofit clients. While this position supports Fairmount's full range of services, its primary focus is on fundraising, including grant writing, individual giving and capital campaign projects. This position provides an excellent continuous learning opportunity for someone who has experience in fundraising and wants to hone their skill, has an interest in consulting, and is seeking exposure to the Philadelphia region's nonprofit sector.

#### Responsibilities

Core responsibilities of the position include:

**ADMINISTRATIVE SUPPORT** – Balance a diverse portfolio of client projects with multiple internal and external deadlines; develop and maintain project work plans and information trackers; record meeting notes; manage online grant submissions on behalf of clients; schedule meetings and interviews; communicate with internal teams and clients about findings, challenges and progress.

**WRITING** – Develop proposals for foundations, corporations, and government funding sources through a mix of original writing and adaptation of existing proposals; draft summaries of research assignments, including initial implications for clients; write profiles for donors and funders; compose outreach memos for clients to send to their stakeholders; draft or adapt sections of needs assessments, concept papers, individual donor letters, and other client deliverables.

**RESEARCH & ANALYSIS** – Research best practices, demographic data, market data, budget and fundraising data, foundations and individual donor and board prospects; conduct stakeholder interviews; synthesize research and identify themes and implications from research and interviews to support strategy development and execution.

#### Requirements

Fairmount is seeking a candidate with excellent organizational skills, meticulous attention to detail, an ability to meet multiple demands and deadlines simultaneously, and an interest in advancing the missions of the region's nonprofits.

- Bachelor's degree
- At least 1 -2 year's work experience, with preferable 1 year of fundraising experience
- Strong writing and editing skills
- Solid research, synthesis, and analytical skills
- Ability to work on multiple project simultaneously

- Ability to work independently and as part of a team
- Excellent research, analytical and organizational skills
- Ability to work independently as well as collaboratively

**Compensation**

Compensation is commensurate with experience.

**To Apply**

Please submit a cover letter, resume, two original professional writing samples, and three professional references to [info@fairmountinc.com](mailto:info@fairmountinc.com). Please write "Associate" in the subject line.