



## FAIRMOUNT VENTURES

### ASSOCIATE

#### About Fairmount

Fairmount Ventures is a women-owned consulting business that catalyzes social impact by building the capacity of the nonprofit, education, and public sectors, towards a more equitable and just society. Our multi-disciplinary team and collaborative approach provide clients with insightful guidance and deep connection to resources as they work to advance the well-being and life prospects of their constituents. A thought partner to 500+ organizations since 1992, Fairmount leverages our unparalleled knowledge of the nonprofit, public, and philanthropic landscape to benefit every client. Based in Philadelphia, we serve organizations throughout the Mid-Atlantic region and beyond.

#### Fairmount's Values

Teamwork • Thought Partnership • Excellence & Effort • Functional Empathy • Balance • Integrity • Inclusion

#### Position Overview

Fairmount Ventures is seeking an Associate to contribute to the success of our client projects focused on strategic planning, fundraising, and leadership development. Associates will support client projects providing research, writing, and project management. Associates are part of project teams with other Fairmount team members and led by account managers. This is an excellent opportunity for people looking to learn about and support a variety of social impact organizations in the region.

#### Key Responsibilities

**Research & Analysis** – Conduct different types of research including best practices, demographic data, market data, budgeting and fundraising data, funding opportunities, foundations, and donor prospects. Conduct stakeholder interviews. Synthesize research and identify themes and implications to support strategy development and execution.

**Writing** – Write a variety of documents including needs assessments, concept papers, plans, outreach memos, proposals for foundations, corporate, and government funding, profiles for donors and funders, individual letters, and research reports.

**Project Management** – Balance a diverse portfolio of client projects with multiple deadlines; develop and maintain project work plans and information trackers, schedule meetings and interviews, communicate with internal and external teams about findings, challenges, and progress. Manage online grant submission on behalf of clients.

**Qualifications:**

- Skills and experience to fulfill the key responsibilities. Candidates with grantwriting experience will be the most competitive.
- Bachelor's degree or knowledge normally acquired through a bachelor's degree from a four-year college or institution
- At least two years of professional experience
- Interest in nonprofit strategy, fundraising, and leadership.

**Location**

This is a full-time, hybrid position based in Center City Philadelphia with a minimum of two days per week in the office, one of which must be Thursday.

**Compensation**

Compensation for this position is between \$55,000 and \$60,000 based on the candidate's qualifications, experience, skills, and education. Fairmount offers a comprehensive benefits package including vacation, personal, and sick leave, medical, and dental coverage, and a 401k retirement plan.

**To Apply**

Please submit a cover letter and resume to <https://jobs.stardex.com/fairmount-ventures/associate-LaYbLH>. All inquiries and discussions are strictly confidential. Direct any recommendations or specific questions to [jobs@fairmountinc.com](mailto:jobs@fairmountinc.com). No phone calls, please. Fairmount representatives will not hold one-on-one conversations with interested applicants but will reply to questions. Early applications are encouraged, as candidates will be considered on a rolling basis, and the position may be filled at any time.

If you see yourself reflected in this job description, but don't feel like you meet every criterion, we encourage you to apply anyway. We take a holistic and equitable approach to our hiring practices and seek to hire those who best align with our mission and goals.

Fairmount is an equal opportunity employer and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Fairmount complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.