Position Summary – Development & Events Associate
Everybody Wins DC (EWDC) is seeking a dynamic, organized, and forward-thinking Development & Events Associate to join our team. This position will report to the Director of Development and work closely with EWDC's program team to execute high-quality fundraising campaigns and events in support of the organization's mission and strategic goals. The ideal candidate will be a self-starter who thrives working independently, takes initiative and ownership of their work, and has excellent communication and organizational skills.

About EWDC
EWDC is a non-profit organization that helps kids become readers so that they can succeed at school and in life. Each year, EWDC offers free reading activities and resources to 5,000 young children across the DC metro area that build literacy skills, improve access to books, and spark a love of reading.

Job Responsibilities
Fundraising Appeals & Donor Communications

- Support the production and distribution of direct fundraising appeal campaigns, including EWDC's annual end-of-year campaign.
- Maintain fundraising mailing and email lists; schedule and coordinate fundraising mailers and email communications.
- Coordinate with colleagues on social media and web content for each fundraising campaign and overall public-facing development needs, including creating graphics and targeted messaging.
- Support other development-aligned communication needs as assigned.

Donor Stewardship & Development Operations

- Process incoming gifts and maintain accurate and up-to-date records of fundraising activities and donor interactions in Salesforce and other organizational tracking systems.
- Manage donor recognition systems and ensure timely and appropriate acknowledgment of all contributions.
- Track campaign outputs against fundraising goals and develop reports for EWDC leadership.
- Research prospective individual, foundation, and corporate donors and create materials for donor cultivation and solicitation meetings or events.
- Support corporate and organizational engagement activities, including special events and service activities.
- Manage monthly donor records and year-end summary acknowledgements, and handle returned mail and address updates.

Event & Special Activities Management

- Support the development and execution of major fundraising events – Read to Dream Annual Fundraiser, Ag Open Golf Tournament, and Quiz for Kids Trivia Night – from early planning through post-event wrap-up.
- Execute special large-scale volunteer and fundraising events for sponsors, donors and volunteers, including annual back-to-school service event and major book drive activities
- Recruit and manage event volunteers and serve as lead for event management technology and registration systems.
- Coordinate event contracts/invoices and reconcile event revenue and expenses.

- Assist with event sponsor and donor cultivation efforts and ensure appropriate recognition and benefits.
- Track prospective and committed event sponsors, collect logos and attendee lists, and record pledges and payments in Salesforce.
- Coordinate with colleagues on communications for event promotion, including invitations, email messaging, website updates, and social media.

Workplace and Benefits

The Development & Events Associate position is a full-time position with an annual salary of $56,000. EWDC's regular hours of operation are from 9am-5pm, Monday through Friday. EWDC maintains a hybrid schedule of remote work and community/office-based activities, with at least 2 days per week at the main office in downtown Washington, DC. The role requires attendance at program, service, and fundraising activities within EWDC's service footprint (primarily Washington, DC; Arlington/Alexandria, VA; and Montgomery County, MD). The role also requires work on some evenings and occasional weekends and may require the candidate to lift or carry boxes up to 25 pounds.

Employee benefits include:

- Generous PTO policy, including two weeks of paid leave a year beyond accrued leave when EWDC closes its administrative offices (week of July 4th; week between Christmas and New Year's)
- Health and dental coverage
- Paid parental leave
- 401(k) plan with employer match

Qualifications

- Excellent organizational skills and project management abilities, with attention to detail and the ability to multitask.
- Strong interpersonal and communication skills, with the ability to engage and inspire diverse audiences and comfort with public speaking.
- Minimum of 1-3 years of experience in development, fundraising, or event planning.
- Ability to work both independently and collaboratively as part of a team.
- Creativity and a passion for nonprofit fundraising.
- Proficiency in Microsoft Office Suite is required.
- Prior experience with Salesforce or other donor database systems preferred.

To apply, please submit a cover letter and resume to jobs@everybodywinsdc.org with "Development & Events Associate" in the subject line.

EWDC is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status. In addition, EWDC is committed to the principles of diversity, equity and inclusion with regard to its workplace practices, including hiring, promotion, pay and advancement. EWDC embraces and values the creativity, diversity of experience and thought, and the enhanced quality of work product generated when people of diverse backgrounds, cultures, experiences, education, races, faith, abilities, ages, and gender identities or expression collaborate to create something unique and meaningful together.