



Position: Fund Development and Impact Associate
Department: Fund Development
Position type: Full-time (40-hours), Non-Exempt
Reports to: Director of Compliance and Evaluation
Deadline: March 15, 2018

Organization Overview:

Working Solutions (www.workingsolutions.org) is a Community Development Financial Institution (CDFI) whose mission is to provide microentrepreneurs with capital and resources they need to start or grow a successful business. We serve a diverse population and prioritize serving low-income individuals, women, and communities of color. We support microenterprise growth as a strategy to strengthen the local economy, create jobs, and build strong communities. We provide capital in the form of small business loans (microloans) from \$5,000 up to \$50,000, business grants, and tailored consulting services. The organization was established in 1999 and launched its microenterprise development program in 2005. Since 2005, Working Solutions has extended over \$15 million in microloans and grants to entrepreneurs with a 96% repayment rate and has educated thousands of entrepreneurs.

Position Overview:

As part of the Fund Development team, the Fund Development and Impact Associate will work closely with the Director of Compliance and Evaluation to support the Chief Development Officer (CDO) in researching and tracking investment prospects and managing due diligence for grants, contracts, and other fundraising opportunities with a goal to increase overall revenue from both earned and contributed sources. S/he will also work closely on creating and maintaining systems that track and measure our organization's impact. The ideal candidate will possess superb attention to detail, excellent writing, analytic and critical thinking skills, be confident in managing multiple moving projects and deadlines, and be a strong communicator among both internal and external stakeholders (e.g. staff, Board members, funders, and field partners).

Key Duties:

- Research potential corporate, foundation, and government funding sources to create briefings for CEO and CDO, including specific 'pitch' recommendations tailored for each funder or funding opportunity;
- Help draft, edit and submit letters of inquiry, proposals, and reports to secure new impact investments and sustain existing supporters;
- Coordinate with Finance and Operations team to ensure smooth onboarding of grants and seamless reporting and compliance;
- Collect, centralize, and clean program data from internal and external sources into Salesforce; maintain Fund Development records in Salesforce;
- Review, maintain and improve current tracking and reporting systems across departments to ensure proposals and reports are compelling and accurately reflect our output and outcome metrics;



- Support internal data analyses to identify and monitor program trends and gaps; help implement changes where needed to better meet organization's strategic goals and intended impact;
- Be administrative point person for Working Solutions events, including Board meetings and annual fundraiser;
- Provide organization-wide correspondences, filing, and data entry, as needed.

Necessary Qualifications:

- Bachelor's degree or four (4) years relevant experience, including at least two (2) years of experience with fund development, partnership management, or office administration;
- Exceptional attention to detail, well organized, and thorough with excellent communication and interpersonal skills;
- Excellent writing skills; grant writing, budgeting, and research experience a plus;
- Deadline focused, fast worker; able to manage multiple moving projects at one time;
- Self-starter who takes initiative; ability to work independently with limited supervision and also cooperatively with a small, but mighty team;
- Comfortable with Excel spreadsheets and some experience with analytics is a plus; experience with CRM software, preferably Salesforce;
- Knowledge and interest in the Community Development Finance Institution (CDFI) industry, entrepreneurship, microfinance, social enterprise, program development and evaluation, and/or small business is a plus;
- Fluency in Spanish or another language in addition to English is a plus.

Salary: Commensurate with experience.

Excellent Benefits: Including but not limited to medical, dental, vision, 401(k), commuter checks, and generous holidays.

Application Instructions: Please email résumé and cover letter with the subject line "Fund Development and Impact Associate" to jobs@workingsolutions.org.

Application Deadline: Applications will be reviewed on a rolling basis until March 15, 2018.

No phone calls please.

Working Solutions is an Equal Opportunity Employer.