



About Capital Good Fund

Capital Good Fund (“Good Fund”) is a nonprofit, U.S. Treasury-certified Community Development Financial Institution headquartered in Providence, RI. Founded in 2009, our mission is to create pathways out of poverty and advance a green economy through inclusive financial services. Good Fund employees are committed to using financial services to transform the lives of those we serve.

Job Description/Responsibilities

This position is an opportunity to help a growing non-profit build strong, sustainable, and diverse sources of philanthropic funding as we expand to new markets and deepen our presence within existing ones. The Development Specialist (DS) will work with the Senior Grants & Investments Associate, VP of Investor Relations, and CEO to research, organize, report, and follow up on grants, individual donor appeals, and other fundraising activities. In addition, the DS will report to and support our VP of Investor Relations as she identifies funding sources and strategizes the best uses of grant capital.

In this role, the DS will:

- Research new grant opportunities in our existing ten-state footprint as well as in states to which we plan to expand
- Conduct initial outreach to possible grantors
- Manage the fundraising schedule, ensuring that letters of inquiry, grants, and grant reports are submitted on time
- Prepare background information on high net-worth donor and funder prospects in advance of meetings
- Draft and submit grant proposals
- Process incoming donations and grants
- Prepare acknowledgment and follow-up materials for donors
- Manage grant reporting, including use of funds and outcome data
- Supervise Grants & Investments Associate
- Support with investment processing, as needed

About You

We are looking for exceptional people. Capital Good Fund employees are passionate, motivated, and committed to using financial services to transform the lives of people living in poverty.

Required Skills, Knowledge, and Abilities

- Excellent communication and research abilities
- Possess strong writing skills
- Demonstrate the ability to communicate and present information in a clear and professional way
- Be able to work well independently
- Be detail-oriented
- Be comfortable making cold calls

**Preferred Skills, Knowledge, and Abilities**

- Experience with grant-writing, researching prospective donors, and conducting outreach
- Experience managing an intern or other team member
- Other fundraising experience

Training and Compensation

The DS will receive extensive training on all of Capital Good Fund's products, services, policies, procedures, and technology.

This is a full-time forty-hour-per-week position. The DS will earn an annual salary of \$41K to \$51K commensurate with experience.

In addition, the DS will receive a competitive benefits package that includes a 401(k) retirement plan with an employer match dollar for dollar up to 4%, medical insurance with a \$500/month employer subsidy, dental insurance fully covered by employer for routine dental care, 5 paid personal days per benefit year, 15 vacation days in the first year on staff, and the opportunity to apply for personal loans of up to \$2,000 at 0% interest. Company perks include flexible scheduling and 14 paid holidays!

How to Apply

Please send a one-page cover letter and accompanying résumé to jobs@capitalgoodfund.org.

Any offer of employment is contingent upon completion of a background check.

Capital Good Fund is committed to creating a diverse environment and is proud to be an equal opportunity employer. Good Fund welcomes every protected characteristic including race, color, religion, sex, gender, sexual orientation, or gender identity. All are encouraged to apply.