



The Richard Nixon Foundation is a Not For Profit 501(c)3 corporation, located in Yorba Linda, California. The Foundation's mission is to encourage and support study of the life and times of Richard Nixon and promulgate his legacy through its programs and exhibits at the Richard Nixon Presidential Library and Museum in Yorba Linda, California.

Position: Development Associate
Status: Full Time, Hourly, Non Exempt
Hours: 35/week
Report To: Sr. VP Development

Development Associate

The Development Associate works closely with members of the RNF Development team to research, cultivate donors while partnering with colleagues across the organization to support fundraising for membership, special projects, initiatives, and the comprehensive campaign.

Responsibilities:

- Actively engaging donors, maintaining and building relationships with them, and keep them up to date on RNF activities, work and progress
- Preparing custom reports as needed by Development team
- Partner with finance to create specified budgets for proposals
- Seek to reinstate lapsed donors and increase gifts from current donors
- Maintain up to date records in Altru, track deadlines, and execute donor agreements and contracts, as needed
- Contribute to the development team's efforts to raise funds for the organization and to meet annual department goals
- Drafting and customizing letters of inquiry, cover letters and proposals
- Work with the team to create a more targeted and strategic approach to finding new prospects
- Undertake ongoing prospect research
- Work with the Development team on engaging new prospects for RNF

Requirements:

- Minimum one to three years of related experience with demonstrated success.
- Strong writing, editing, and proofreading skills with a focus on accuracy, excellence and attention to detail.

- A good team player, possessing flexibility, good follow-through, outstanding diplomatic and interpersonal skills and the ability to effectively communicate with diverse internal and external stakeholders.
- Ability to thrive in a fast-paced, deadline-focused environment while working creatively and functioning as a member of a cooperative and coordinated team.
- Excellent written, presentation, interpersonal, and people influencing skills.
- Strong computer skills with proficiency in MS Word and Excel.
- Knowledge of Blackbaud's Raiser's Edge or Altru, a plus
- Responsible, dependable, and able to perform with the highest level of integrity and ethics.
- College degree preferred.
- Willingness to perform other duties and special projects as needed/requested.

Working Conditions:

Environment:

- Indoor and outdoor environment.

Physical Demands:

- Sitting, standing, and walking for extended periods.
- Read handwritten documents and other records or reports.
- Some lifting and carrying.
- Dexterity of hands and fingers.
- Hearing and speaking to exchange information in person or on the telephone.
- Reaching overhead, above the shoulders, and horizontally to retrieve and file materials.
- Bending at the waist, kneeling, or crouching.
- Should be able to lift a minimum of 50 pounds.

Please submit cover letter and resume to the Richard Nixon Foundation Vice President of Development, Brenda St. Hilaire at brenda@nixonfoundation.org.