

Sr. Development Associate

at Road to Hire ([View all jobs](#))

Charlotte, NC

Road to Hire is seeking a highly motivated and experienced Senior Development Associate to play a vital role in ensuring the sustainability of our programs through effective fundraising and donor relations. As the primary lead for grant writing and reporting, this position will have a direct impact on securing crucial funds for our organization. We are looking for candidates who possess a growth mindset, demonstrate accountability, and thrive in a fast-paced and dynamic work environment. This role will serve as a key member of our development team and will have the opportunity to take on additional responsibilities as they continue to excel.

Road to Hire (R2H) is a nonprofit organization with a portfolio of programs that promote economic justice for young adults through high school programming, college scholarships, paid apprenticeships and sustained mentorship. A successful candidate will be an experienced Development professional and self-starter with excellent relationship management and communication skills.

What You'll Do/ Role Responsibilities:

- Research and identify potential new foundation and corporate funders
- Write and submit compelling grant applications and required reports in a timely manner
- Manage a comprehensive grant timeline and track the grant writing process
- Maintain current portfolio of organizational grants
- Manage relationships with grant funders and ensure stewardship by appropriate staff
- Oversee and manage internal data collection in partnership with the Director of Development
- Foster a culture of fundraising, development, and Road to Hire storytelling to support the team in meeting Road to Hire's fundraising goals
- Maintain thorough and up-to-date knowledge of R2H donors, their giving histories, and priorities, along with philanthropy in the areas of workforce development and economic justice
- Successfully manage donor data, in conjunction with current staff, ensuring effective utilization of records, reports, and donor files
- Comply with all federal and state laws, rules and regulations, all professional standards, and best practices related to fund-raising; update and/or create new internal procedures as needed
- Represent Road to Hire at community events; organize and execute community engagement efforts and perform other duties as assigned.

What We're Looking For:

- 2+ years of development experience with a strong track record of success
- Exceptional communication skills, with a knack for using data and real-life narratives to compel action that effectively engages and inspires donors
- Strong writing, editing and proofreading skills
- Strong analytical and critical thinking skills, with proven ability to analyze and demonstrate decision-making using data
- Strong organizational skills, attention to detail, and project management abilities

Road to Hire

- Strong desire to deliver excellent customer service to R2H's donor community
- Proven ability to work independently and prioritize handling multiple tasks simultaneously in a fast-paced, changing work environment
- A positive, transparent, and collaborative leader who approaches work within a team with pride, continuous improvement and bias-to-action
- A highly accountable team player with an ability to communicate across the organization openly and with respect
- Ability to lead through a lens of cultural awareness and sensitivity with an unwavering commitment to equity, diversity and inclusion

Compensation:

- Cash Compensation Range: \$65,000-75,000*
*Note actual salary is based on qualifications and experience.

Who We Are:

[Road to Hire](#), a nonprofit organization founded in Charlotte, is committed to breaking down economic mobility barriers and paving the way for young people to access equitable, opportunity-rich futures. Road to Hire programs include:

1. [R2H Pathways](#): partners with six Charlotte-Mecklenburg high schools to help motivated students gain entry to meaningful careers after high school. This support includes paid internships, in-school classes, college scholarships and career preparation
2. [R2H Apprenticeships](#): links talented 19-26 year-olds from groups who are underrepresented in tech with employers who are committed to using nontraditional talent pipelines to diversify and enhance their tech workforces
3. [R2H Pathways Scholarships](#) supports graduates of R2H Pathways through college scholarships, career coaching and paid internships. Students are able to graduate debt-free from public universities in NC or R2H private school partners, including UNC Chapel Hill, NC A&T University, Johnson C. Smith University and many others
4. [Golden Door Scholars \(GDS\)](#): promotes educational and economic justice for DACA and undocumented students through college scholarships, internships, robust mentorship and job placement support.

We offer competitive salaries and a comprehensive benefits program for full-time employees, including medical, dental and vision coverage, paid time off, life insurance, disability coverage, employee assistance program, 401(k) plan and a paid parental leave program.

We are an equal opportunity employer that does not discriminate against any employee or applicant because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy or any other basis protected by law. Employment is based solely on a person's merit and qualifications.

We are committed to providing equal employment opportunities to qualified individuals with disabilities. This includes providing reasonable accommodation where appropriate. Should you require a reasonable accommodation to apply or participate in the job application or interview process, please contact accommodations.