



Capital Partners for Education – Development Associate

Background: CPE improves the futures of motivated low-income youth by helping them receive a quality education, graduate from high school, and attend and complete college. We currently offer students in the Washington, D.C. metropolitan area a unique combination of one-on-one mentoring, individualized staff support, college and career readiness programming, and scholarships. Since our inception in 1993, a remarkable 99% of graduates have enrolled in college. For the past six years, 100% of our seniors have enrolled in college immediately after graduation. Please visit our website www.cpfe.org to learn more about our work.

Development Associate (Part-Time)

The Development Associate will work closely with CPE's Deputy Director to manage, implement and expand activities relating to foundation and corporate fundraising.

Duties and Responsibilities:

- Research and write corporate, foundation (and government as needed) grant proposals
- Prepare corporate, foundation (and government as needed) grant reports
- Maintain a calendar that identifies and tracks proposal deadlines, grant reporting deadlines, etc.
- Write content for CPE's communication materials, social media sites and other reports, as appropriate
- Maintain high standards of accuracy, quality and writing style when relating organization information
- Perform other duties as assigned

Qualifications include:

- Bachelor's degree required
- Fundraising experience, including proposal writing, is a plus
- Excellent written, oral, interpersonal and organizational skills
- Strong attention to detail is a must
- Demonstrated ability to meet deadlines and manage multiple projects
- Demonstrated ability to work independently as well as collaboratively in a small, fast-paced, team-oriented environment
- Demonstrated interest in non-profit sector as evidenced by volunteer activity/previous employment
- Proficiency in Microsoft Office Suite required

General Information

- Part-time schedule includes 20 hours per week commitment (15 hour minimum)
- Hourly wage: \$14 per hour (does not include benefits)
- Travel stipend

To apply, please e-mail a cover letter and resume detailing your qualifications and interest in CPE, as well as a brief writing sample (3 pages maximum), to Kathleen Malliarakis, Deputy Director, at kathleen@cpfe.org.