

## Associate, Business Development, Engagement, and Events

Greater Washington Partnership (the Partnership) is looking for an Associate to join the Business Development, Engagement, and Events (BDE) team, supporting a high-energy team working to shape, execute, and scale the Partnership's visibility, impact, engagement, and revenue. The ideal candidate is self-motivated, agile, entrepreneurial, and eager to be an integral part of an expanding team of hard-working and passionate professionals. The candidate should also be comfortable working in a fast-paced environment while managing multiple projects at once. Previous experience supporting events is preferred.

### Core Responsibilities

#### Administration

- Provide administrative and scheduling support to the BDE team, including scheduling internal and external meetings
- Draft outreach emails on behalf of BDE/Partnership leadership
- Support BDE team technology and software needs
- Prepare meeting materials for the BDE team, including but not limited to:
  - Agendas
  - PowerPoint presentations
  - Memos/word documents
  - Fundraising/CRM data analyses
  - Briefings
  - Talking points

#### Development Operations

- Support the BDE team's prospect pipeline operations, including:
  - Preparing reports and agendas
  - Tracking, reporting, and driving next steps
  - Updating CRM to reflect updated strategies
- Own and drive key processes for securing contributions and commitments such as managing pledge forms, sending tax acknowledgments, and providing other administrative details to donors as needed
- Track reporting needs for donors (e.g. online portals, report due dates, etc.)
- Maintain and drive usage of Partnership contact/stakeholder lists

#### Data Entry and Analysis

- Own and drive data entry, cleanliness, and useability for the Partnership's CRM (Salesforce)
- Perform data analyses based on CRM data and present analyses to staff and leadership team members through user-friendly visualizations and presentations
- Upkeep and drive enhancements to the Partnership's development dashboard

#### Research Support

- Build, maintain, and refresh Partnership research profiles on prospective and current donors or key stakeholders, leveraging online tools and development databases to achieve key insights

- Assist the BDE team in strategic planning by conducting forecast research on current donors, stakeholders, and key prospects

### Events

- Support events by coordinating donor engagement (ensuring they are engaged, tracking invites, etc.)
- Support event execution supply inventory, preparation of materials, name badges, tent cards, and other administrative event needs
- Support day-of event needs by assisting with packing, load-in, setup, and breakdown of events. Serve on event registration and logistics team
- Supports event team to manage event receipts, as well as coordination of vendor contracts and payments

### **Qualifications & Experience**

#### REQUIRED

- 1-2 years of professional experience
- Associate or bachelor's degree
- Technology and data-oriented, with an eagerness to learn and innovate on key technology products that may enhance the Partnership's BDE operations
- Experience with Salesforce (experience with other CRMs also appropriate, given a willingness to learn Salesforce)
- Experience with Microsoft PowerPoint, Excel, and Word
- Proven ability to handle multiple assignments simultaneously
- Strong professional writing skills
- Ability to thrive in a fluid, fast-paced start-up environment
- Skills in data analysis and visualization

#### PREFERRED

- Interest in fundraising, business engagement and development
- Experience with Google Data Studio
- Familiarity with the Capital Region and regional stakeholders
- Experiencing supporting event management and execution

### **Who We Are**

The Partnership is a nonprofit alliance of influential and leading employers in Maryland, Virginia, and Washington, DC. Together, we identify shared challenges and leverage our collective experience, resources and assets to offer solutions in the areas of skills and talent, regional mobility, infrastructure and inclusive economic growth. Our vision is to make the entire region, from Baltimore to Richmond, vibrant, economically competitive, prosperous – uplifting it as the best place to live, work and build a business. The Partnership is a 501(c)(3) organization. Our office is in Washington, DC just south of Dupont Circle and is Metro-accessible.

### **What We Offer**

We offer a comprehensive benefits package as follows:

- Hybrid work environment, in the office on Tuesdays and Thursdays (*subject to change number of days and days of the week*)
- Robust time off plan – 15 days PTO

- Eleven paid holidays
- Summer half-day Fridays
- Week off between Christmas and New Year's
- Health, dental, and vision insurance paid up to 90% for employees and up to 50% for dependents
- 401(k) plan with up to 5% employer match, starting your first day of employment
- Professional development stipend up to \$800 per year
- Monthly cell phone stipend of \$60 per month

The salary range for this position is \$60,000-\$65,000 per year.

### **To Apply**

If you are interested in joining the team at the Partnership, please submit your resume and cover letter to [jobs@greaterwashingtonpartnership.com](mailto:jobs@greaterwashingtonpartnership.com) with "BDE Associate" in the subject line.

*At Greater Washington Partnership we are committed to accepting differences! We strive to attract, develop, and retain highly qualified individuals representing the diverse communities where we live and work. The Partnership is committed to creating a diverse environment and is proud to be an equal opportunity employer. Employment policies and decisions are based on merit, qualifications, performance, and business needs. All qualified candidates will receive consideration for employment.*