

**Job Title:** Development Associate

**Position Status:** Part-time, hourly, approximately 20 hours/week

**Location:** Billings, Montana

**Position Reports to:** Comptroller

**Compensation:** [\$20- \$25/hr] to start, depending on experience and qualifications.

The Western Organization of Resource Councils (WORC) is seeking a part-time grant writer who will be responsible for coordinating and writing private foundation proposals, researching new funding opportunities and supporting the foundation fundraising needs of WORC's network.

WORC is a regional network of eight grassroots community organizations in seven Western states. WORC is a leader in campaigns to hold the coal, oil and gas industries accountable, create a just transition for fossil-fuel dependent communities, and win economic justice for family farms and ranches and small food producers. WORC is nationally respected for its 40 years of winning campaigns on natural resource, food and farm issues through community organizing, training, leadership development and voter engagement. WORC is actively building a workplace that demonstrates how we value equity and inclusion and are committed to building an organization that represents a variety of backgrounds, ideas, and skills.

### **PRIMARY JOB RESPONSIBILITIES**

Specific responsibilities include:

- Work closely with WORC's development staff to ensure quality and timely proposals, reports and other funder communications, track deadlines, and ensure accurate recordkeeping
- Coordinate with WORC's Regional Organizers to develop, edit and proofread foundation proposals and reports
- Develop and maintain familiarity with WORC's programs and issue campaigns
- Research potential funders and funding leads
- Participate in monthly meetings of WORC's fundraising team
- Provide support to WORC's member groups (proposal/report editing/proofing) as requested by WORC's member group Staff Directors or fundraising staff

### **PRIORITY SKILLS AND QUALIFICATIONS**

- Clear, precise and compelling writing skills
- Demonstrated ability to write successful grant proposals
- Ability to work independently and with a team
- Ability to multi-task, handle multiple assignments and meet deadlines

### **DESIRED SKILLS AND EXPERIENCE**

- Experience and knowledge of WORC's program, issue and advocacy work
- Experience in non-profit and private foundation fundraising
- Proficiency in Microsoft Office and Google Suite

## **HOW TO APPLY**

To apply send a cover letter (tell us where you heard about the position and why you want to work for us), resume, a relevant writing sample, and three references to Kerri Wolenetz at [billings@worc.org](mailto:billings@worc.org) with "Development Associate Application" in the subject line. The application deadline is January 15, 2020.

The Western Organization of Resource Councils is an Equal Employment Opportunity and Affirmative Action employer. WORC is committed to cultivating and preserving a work environment that is built on the premise of equity. For more information about WORC, visit our web site at [www.worc.org](http://www.worc.org).