Resource Development Assistant

Application Deadline: September 9, 2011

Chartered by Congress and in existence since 1922, the Reserve Officers Association (ROA) maintains unique expertise on issues that affect the 1.5 million men and women in America's Reserve Components. ROA, a 60,000-member, professional association for all uniformed services of the United States is seeking a motivated self-starter for an immediate full-time National Staff opening that will serve in the Resource Development department.

Non-exempt position based in Rosslyn VA.

Basic Qualifications:

- Motivated, self starter, equally comfortable receiving direction as exercising individual discretion
- Excellent interpersonal, written, and verbal communication skills, and have the ability to collaborate and work well at all levels of internal management and staff, as well as outside clients and vendors.
- Grant writing and foundation experience a plus; bachelors degree preferred.
- Must be proficient in Microsoft Office programs
- Detail oriented, creative and energetic.

Basic functions:

- Assist in the development and implementation of annual fundraising plan to achieve the Association's development goals.
- Conduct donor, foundation and corporate research.
- Coordinate direct mail appeals.
- Assist in developing donor profiles on current and prospective donors.
- Draft foundation proposals, assist in writing magazine and other marketing and communication features.
- Assist with endowment committee.
- Perform administrative and office support, and independently manage development office in the absence of director.

Qualified candidates should send a cover letter and resume to Lani Burnett at lburnett@roa.org no later than Friday, September 9, 2011.

Download full position description (pdf)

Benefits include paid Health Insurance, paid vacation and sick leave, paid parking, a Flexible Spending Account, life insurance, optional 401K plan, optional dental/vision insurance. Salary is commensurate with experience.