



Position: Development Associate
Reporting to: Grants Manager
Organization: StrongMinds
Location: Remote or Maplewood, New Jersey

StrongMinds (www.strongminds.org) is a dynamic and fast growing 501(c)(3) social enterprise based in Maplewood, N.J, that focuses on one of the most underserved populations and one of the most pervasive mental illnesses in the world. We treat depression among women of all ages in Africa, where access to mental health treatment is extremely limited.

Since its start in 2014, StrongMinds has treated over 100,000 women with depression in Uganda and Zambia. *We are the only organization scaling a solution to depression in Africa with a potential to serve millions of people in the next ten years.*

StrongMinds has earned an impressive reputation in the global mental health space. In addition to media coverage in the [New York Times](#), [Forbes](#), [BBC World Service](#), and the [Stanford Social Innovation Review](#), we are described by UK organization Founders Pledge as the most cost-effective mental health organization working in the developing world.

Position Description: Development Associate

StrongMinds seeks a Development Associate to join our Development team. This position is ideal for strong writers and communicators with a passion for creating compelling narratives to advance StrongMinds mission through partnerships with foundations and institutions. Under the leadership of the Chief Development and Communications Officer and working closely with the Grants Manager, the Development Associate will provide critical support for the writing and prospecting needs of the team, including carrying out research, identifying potential funders, and drafting concept notes, grant applications, proposals, and timely reports. This role also supports StrongMinds' efforts to grow and maintain our critical work by sharing responsibilities related to day-to-day management of development processes and systems, and supporting our donor and partner events. This position reports to the Grants Manager.

Responsibilities

Draft grant applications, proposals, and reports (70% of time):

- Draft concept notes, proposals, and reports synthesizing organizational goals, needs, activities, successes, and challenges into compelling narratives tailored to specific funder requirements, collaborating across teams to collect updates and data.
- Prepare materials for grant-related processes and meetings, coordinating closely with other members of the Development Team.
- Ensure that standard elements of funder submissions are accurate, updated, and filed in an easily accessible "due diligence" folder.

- Support grant management activities, including documenting and communicating reporting requirements to ensure compliance with all grant reporting and receipting as required by donors.

Research and identify potential new funding opportunities (15% of time):

- Proactively perform prospect research on institutions and foundations and identify potential fit between donor funding priorities and StrongMinds objectives.
- Maintain prospects database and robust pipelines of new potential funders and regularly inform relevant team members of potential grant opportunities, mission alignment and eligibility requirements.
- Prepare briefing memos and other materials that aid the organization's management team donor engagement.

Assist the Chief Development and Communications Officer and other members of the Development and Communications team with diverse development activities (15% of time):

- Provide support for donor facing activities and events as needed.
- Provide support as needed to the Chief Development and Communications Officer.
- Support the Development Department in establishing and executing processes needed to ensure all routine and necessary contact, cultivation, and follow-up are accomplished in a timely manner, including tracking and recording engagement with new and existing donors and supporting follow up as needed.
- Assist with maintaining institutional donor information in the donor database, including meeting notes, correspondence with donor staff, grant tracking and reporting, receipting, submission calendar, and revenue reports.
- Generate well synthesized progress reports.

Any other duties as assigned to help advance StrongMinds fundraising strategy and organizational priorities.

DESIRED SKILLS AND QUALIFICATIONS

- Bachelor's degree plus 1-2 years of professional experience, particularly in roles that require a variety of writing styles and/or a variety of audiences.
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals and reports.
- Strong organizational skills and attention to detail.
- A clear understanding of StrongMinds' mission and ability to convey strategy.
- Strong research skills – ability to synthesize research and draw insights from data to craft compelling narratives.
- Ability to handle competing priorities and meet multiple deadlines in a fast-paced environment.
- Proactive approach to identifying opportunities for improvement and removing barriers/problem solving to deliver results.
- Experience working in a deadline-driven and fast-paced environment.

The successful Development Associate will also be expected to embrace and role model the core values of StrongMinds:

- We are people-focused
- We think big and act fast
- We are data-driven
- We do what we say and say what we do
- We believe in collaboration, not competition

As part of a rapidly growing non-profit, this role has potential for advancement. Smart, aggressive and ambitious candidates are encouraged to apply.

Location and Travel

This position is available from a remote location in the EST zone or in the Maplewood, NJ office of StrongMinds.

Start Date

February 1, 2022

To Apply

Please submit a thoughtful and brief cover letter, resume, and writing sample to Susan Ryan via email at sryan@strongminds.org mentioning Development Associate in the subject line. Applications will be received on a rolling basis.

StrongMinds offers competitive salary/benefits and is an equal opportunity employer.