



## Job Announcement: Development Associate

Convergence Center for Policy Resolution (Convergence), the leading nonprofit organization solving national issues through bridging divides and managing collaborative dialogues, seeks a full-time Development Associate to join our growing team. This position will play a key role in maintaining back-office systems and supporting our development staff in raising the funds to deliver on our mission.

### Responsibilities:

- Serve as Salesforce administrator, enacting systems for its effective use in moves management, ensuring accurate donor data, developing reports to support fundraising goals, and managing back-end administration.
- Process all donations, including prompt gift acknowledgement and financial recordkeeping.
- Ensure that staff are properly trained to use Salesforce and research tools.
- Support logistics, planning, and coordination of online and in-person fundraising events, such as Leadership Council and Founder's Circle Meetings.
- Provide other administrative support for the Development Team, including scheduling meetings, organizing Sharepoint files, coordinating mailings, et cetera as needed.
- Conduct thorough prospect research to generate funding leads and analyze that research to support priority-setting.

### Qualifications:

- Bachelor's Degree or equivalent.
- Minimum of 2 years relevant working experience.
- Outstanding organizational abilities and attention to detail.
- Proficient in Salesforce from a nonprofit development perspective and strong aptitude for learning new technologies.
- Strong prospect research skills. Experience with iWave and Foundation Directory Online preferred.
- Fluent in Microsoft Office. Comfortable learning new software and systems.
- Excellent written and verbal communications skills.
- Experience with Pardot, Mailchimp, Eventbrite, Canva, and/or basic graphic design skills a plus.

### Position Details:

- Salary is \$48,000 to start.
- This position will be a member of Convergence's Development Team, including our Chief Development Officer, Associate Director, and Senior Associate.
- Convergence offers a full benefits package (including health insurance and retirement) and generous paid leave.
- The majority of Convergence staff are concentrated in two hubs -- one around Washington, DC and the other in the San Francisco Bay Area. All staff are working remotely for the time being with hybrid office/remote workspace possible in the future.

- Candidates are welcomed regardless of location. Some travel to/between workplace hubs required.

**About Convergence:**

Founded in 2009, Convergence is a 501(c)3 nonprofit organization that convenes people and groups with divergent views to build trust, identify solutions, and form alliances for action on critical national issues. We achieve this through structured, facilitated dialogue and long-term relationship building. Through proactive, nonpartisan engagement of influential individuals and organizations, we create new pathways that move our country and society forward. Our work demonstrates that trust, civility, and compromise can shift the focus from winning the debate to collectively seeking solutions. Current dialogues are focused on guns & suicide prevention, recovery for America's workers, digital disinformation, care for older adults, and modernizing the civil service. For more information about Convergence, visit: [www.convergencepolicy.org](http://www.convergencepolicy.org).

**To Apply:**

Please email your application to [jobs@convergencepolicy.org](mailto:jobs@convergencepolicy.org) with "Development Associate" in the subject line. Applications should include: (1) a resume and (2) a tailored cover letter indicating your relevant experience and specific interest in the position. Please indicate where you saw the job announcement in the body of your email. Position available immediately. Applications will be reviewed on a rolling basis. No phone calls please.

Convergence values a diverse workplace and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Convergence is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws