

Position Title: Associate Director of Development

Reports to: Director of Institutional Advancement

Date: 2026

Status: Exempt Full Time Salary

Function: The Associate Director of Development position will focus on renewing foundation grant support and securing new major gifts of \$5,000+ from individuals, foundations, and corporations supporting The George Washington Foundation's highest priority projects.

The position will serve as a senior member of the development team, working –collaboratively and individually – to advance relationships and secure major philanthropic funding for initiatives across Historic Kenmore and George Washington's Ferry Farm.

Requirements: A minimum of five years of non-profit development or similar fundraising experience, preferably in major giving with individuals, as well as corporate and foundation giving. Knowledge and experience in advancing major gifts utilizing the "moves management" process (Identification/ research, qualification, cultivation, solicitation and stewardship). Travel, evening/weekend hours.

Education: Bachelor's Degree

Skills: Exceptional written communication skills, particularly in drafting and editing donor-related communications and proposals. Experience or familiarity with the Raiser's Edge database and proficiency with Microsoft Office suite.

Responsibilities:

- Working closely with the Director of Institutional Advancement, the Associate Director of Development, will develop a portfolio of individuals, foundations and corporate prospects that will be moved through the “moves-management” process.
- Prospecting: Conduct research utilizing GWF records, Linked In, online foundation directory, and other online resources to identify prospects for their portfolio and support the assembling of a prospect pool for review by professional and volunteer leadership.
- Draft finished-quality content for letters, proposals, and advancement materials.
- Participate in conceiving and advancing an annual plan to realize and exceed operating, capital, and campaign budget goals for fundraising support.
- With attention to detail, working with colleagues across the Foundation, plan, manage, and staff multi-day and evening Advancement events for volunteer leadership, prospects and/or supporters.
- Contribute to other duties related to development—such as drafting personalized gift acknowledgement letters, database management, and the production of annual appeals