



We work to help Delaware become a global leader in educating each of its students to contribute and thrive.

We believe a great education changes everything—from the life of a young person to the health and vibrancy of a community. A great education opens up worlds of opportunities, strengthens economies, and promotes civic engagement. It changes *everything*. At Rodel, we are working to make sure every student in Delaware gets a great education and empowering our state to become a leader for equity and excellence.

**Job Title:**

Development/Fundraising Associate

**Reports to:**

Director of Operations

**Summary:**

The Development/Fundraising Associate will support our fundraising and grant management functions. Working with the entire team, the Development/Fundraising Associate will provide research on potential funders, manage the application processes for grant applications and coordinate reporting requirements. Additionally, the Development/Fundraising Associate will manage our contact management system, keeping the database updated and providing accurate details for the team.

Strengths for this Role:

- Equity mindset and passion for our organizational mission
- Project management skills to ensure goals are met on time
- Strong attention to detail while managing multiple projects
- Strong critical thinking skills
- Good judgment and proactive
- Fun -- this is hard work and we are a small team, so a sense of humor is appreciated

The ideal candidate will excel in:

- Written and verbal communication
- The ability to work independently and collaboratively with the team
- Managing multiple projects and grants concurrently
- Microsoft Office
- Strong technical skills with the affinity to learn new technology applications.

A Bachelor's Degree is preferred for this position but not required if the applicant has relevant work or grant writing experience. Entry-level professionals are encouraged to apply. Prior experience in development or grant management is a bonus.

Rodel is an equal opportunity employer, offering a competitive salary and benefits package. We also provide customized support and professional development to advance your growth.

For further information on Rodel, please visit us at [www.RodelDE.org](http://www.RodelDE.org)

**To Apply:**

Submit a cover letter and resume to Tiffany Trawick via email to [ttrawick@rodelde.org](mailto:ttrawick@rodelde.org).