



POSITION TITLE: Development Associate
POSITION TYPE: Full-Time, 40 hours per week
REPORTS TO: Director of Development
EFFECTIVE DATE: 3/16/2023
Fully Remote

ABOUT ROC UNITED

The Restaurant Opportunities Centers United (ROC United) works to improve restaurant workers' lives by building worker power and uniting workers of various backgrounds around shared goals and values. ROC United was initially founded in New York City after September 11th to provide support to restaurant workers displaced as a result of the World Trade Center tragedy. We have grown into a national restaurant workers' organization of restaurant workers, employers, and consumer members working together to realize the vision of a food system that includes thriving wages, time to rest, a safe work environment, health care and the ability to participate in governance for the people who cook, prepare, and serve our food. We currently have chapter offices in New York, Los Angeles, the Bay Area, Minnesota, Chicago, Michigan, New Orleans, Pennsylvania, Mississippi and Washington, DC.

To date, ROC United is proud to have activated more than 500,000 low-wage restaurant workers, nearly 1,000 employer partners, and tens of thousands of consumer allies across 10 staffed chapter offices. The annual organizational budget is \$6 Million.

ISSUE AREAS

Workers' Rights & Workplace Justice; Worker Power; Social Justice; Organizing; Workforce Development, Social Justice Campaigns; Racial, Gender, & Economic Equity.

POSITION DESCRIPTION

The Development Associate will work as a part of ROC United's national Development Department to support an annual fundraising plan, donor engagement, grant writing, and grant management to further the organization's mission by supporting our national programs and policy work and ROC's ten chapters. While this position is focused

primarily on grant initiatives, it may evolve into a more holistic development role given the career goals of the candidate.

RESPONSIBILITIES

The primary responsibility of this position is to support ROC's Development Department, organization, and chapters in meeting collective fundraising goals. Specific responsibilities and approximation of time spent on each include:

(80%) Grant research, writing, reporting, and submission to support the organization's ongoing national and regional strategies, to include:

- Preparing, drafting, and editing high quality concept notes, LOIs, proposals and reports for institutional funders (foundations).
- Communicating and collaborating with field staff in an efficient manner to collect and compile pertinent data and information for fundraising purposes.
- Scheduling and attending meetings with partners, funders, and stakeholders.
- Assembling and submitting final applications via funder portals to include uploading supporting documentation and attachments.
- Prospect research to vet and identify funding opportunities and donors with giving that is aligned to ROC's mission and programs.
- Supporting comprehensive cultivation efforts (drafting emails, tracking responses, and follow-up).
- Entering prospect, deadline, and submission information into EveryAction, ROC's CRM software.

(20%) Development support to further department and organizational goals:

- Participating in fundraising strategy conversations and calendar planning.
- Meeting regularly with the Director of Development and Director of Institutional Giving to discuss short and long-term goals.
- Assist with meeting preparation and event planning as necessary.
- Participate in continuous improvement of development systems and processes such as organizing digital files, consolidating template information to reduce redundancy of work, and utilizing task trackers to maximize efficiency.

QUALIFICATIONS & CORE COMPETENCIES

- Bachelor's degree or equivalent combination of education and experience;
- At least three years relevant experience in successful grant research, writing, and reporting;
- Impeccable written and oral communication skills;
- Proven ability to handle multiple projects and meet deadlines;

- Fluency across office platforms and applications to include the Google Workspace, Adobe, and standard grant research sites and tools;
- Knowledge of standard nonprofit financial attachments (statement of financial position, 990, audit, etc.);
- Experience with Donor Management Software/CRM software strongly preferred;
- High emotional intelligence and desire to collaborate; and
- Passion and enthusiasm for ROC's mission and work.

COMPENSATION

This is a full-time position with benefits, including health and dental coverage, paid sick leave, paid vacation, personal days, and holidays. The salary range is \$65,000-\$70,000.

WORKING CONDITIONS

Our commitment to diversity, equity and inclusion across race, gender, sexual orientation, age, religion, language, identity, physical or mental ability, ethnicity, perspective, and experience is in ROC's DNA. It drives us forward every day to create an environment where workers from any background and culture are safe, healthy, and empowered, get their voices heard, feel welcomed, supported, and valued, and are given the same opportunities. **All are welcome and encouraged to apply.**

TO APPLY

As a single PDF document, please forward a thoughtful cover letter detailing your qualifications and experience along with a résumé to: roc-hr@rocunited.org with the subject line "Development Associate, [Your Last Name]." We look forward to reviewing your application!