



AMERICAN COUNCIL OF YOUNG POLITICAL LEADERS
Position Description

Position **Development and Outreach Associate**
Supervisor: **Director of External Relations**

Position Overview

The Development and Outreach Associate reports to the Director of External Relations and is responsible for donor management, supporting ACYPL nominations and delegate selections processes, alumni events, and exchange programs.

Principal Duties and Responsibilities

Development and Donor Management

- Work with CEO and Director on all ACYPL fundraising projects. Prepare regular revenue reports for CEO and Board of Trustees.
- Monitor and processes all online contributions and make bank deposits.
- Maintain development files - electronic and paper – including up-to-date Salesforce database donor records.
- Support alumni events, including logistics, invitations, attendance, and sponsorships.
- Work with Director and Communications Consultant to execute the end of year fundraising campaign.
- Communicate and troubleshoot directly with donors by phone and email.
- Generate monthly donor acknowledgment letters.
- Work with accounting staff to reconcile fundraising and accounting reports.

Delegates, Alumni and State Hosts

- Maintain accurate, up-to-date database records on ACYPL delegates.
- Share information on slated delegations with Program Officers.
- Support regularly scheduled delegate ranking meetings involving CEO, Director, and the Board of Trustees Delegate Selection Co-Chairs.
- Ensure that ACYPL delegation state hosts complete required paperwork and connect assigned Program Officer to identified state hosts.
- Track ACYPL alumni job changes; specifically maintaining a list of alumni who are running for elected office.

Exchange Program Support

- Support for the YSEALI Fellows Forum.
 - Track reception invitations,
 - Coordinate with Partners and Fellows on rooming,
 - Prepare printed materials, and
 - Manage budget in Salesforce and prepare invoices for payment.
- Assist ACYPL Program Officers with exchange materials.
- Handle planning and logistics for American delegations traveling to Mexico, including booking flights and developing materials.

Major External Contacts

- ACYPL American alumni network
- Individual and corporate donors
- ACYPL Board of Trustees

Requirements

- BA/BS degree and/or 1-2 years of professional experience at a nonprofit, political organization, or in government.
- Commitment to bipartisanship and international exchange.
- Ability to work independently and manage multiple projects while maintaining keen attention to detail.
- Ability to manage multiple tasks under firm deadlines and constantly changing situations.
- Excellent verbal and written communication skills both in person and on the phone.
- Excellent organizational and time management skills.
- A team player who is dependable and willing to take initiative.
- Proficiency in MSOffice Suite.

Preferred

- Experience with Salesforce CRM
- Experience with DocuSign
- Experience with event planning or logistics

Compensation and Benefits

- Salary \$40,000 –\$52,000 commensurate with relevant professional experience
- 75% individual healthcare coverage including dental and eye care
- Individual life insurance coverage
- 403(b) retirement plan with 3% employer matching funds
- DC Metro pre-tax travel allowance
- Hybrid office model

ACYPL is an equal-opportunity employer and a vaccinated workplace.

To apply, please send a cover letter and resume to jobs@acypl.org with the subject line Development Associate; NO PHONE CALLS PLEASE.