



U.S. Green Building Council Los Angeles - Development Associate

The Development Associate will support development efforts for the U.S. Green Building Council Los Angeles to grow the regional green building movement. In addition to researching and drafting grant proposals to fight climate change, the Development Associate will be in charge of maintaining the funding schedule and calendar to monitor the application process, keeping track of various deadlines to support the fundraising efforts of the development team.

IDEAL CANDIDATE:

The ideal candidate is passionate about sustainability. She/He/They thrives in a co-creation environment whether writing grant proposals or reaching out to existing and potential donors. The candidate will have some experience with fundraising and/or grant writing. Communication and organization skills are crucial to success in this role. A sense of humor should accompany your sense of urgency.

QUALIFICATIONS

- Bachelor's degree in business, nonprofit management or similar preferred
- Exceptional research and collaboration skills
- Passion for sustainability
- Prior experience in grant or similar proposal writing
- Experience with non-profit fundraising a plus
- Computer and database proficiency
- Detail-oriented

RESPONSIBILITIES

- Research, co-create, and submit proposals for funding
- Follow all requirements and deadlines for grant applications
- Maintains the accuracy and integrity of funding calendars and donor databases
- Write/co-create sponsorship packages
- Identify new funding opportunities; Solicit donors for increased contributions
- Develop donor engagement and fundraising campaigns
- Assist organizing donor events & conferences
- Deliver reports on fundraising activities and progress

TIME COMMITMENT & COMPENSATION

This a full-time position, including healthcare coverage (medical/dental/vision), 401k, unlimited vacation, and compensation will be commensurate with experience.

For consideration, please submit your resume to jobs@usgbc-la.org.



ABOUT USGBC-LA

We're a member-based, non-profit organization representing green building and sustainability professionals in and around the Greater Los Angeles Region. We are passionate, practical, and informed advocates who work together to transform Southern California into a more sustainable region for all.

USGBC-LA is the best place for anyone to learn the “why”, “who” and “how” of living sustainably, because business as usual is no longer an option. Our team believes in a sustainable built environment, gaining education, being exposed to innovation, and taking impactful action.