



Position: Senior Development/Special Projects Associate

Reports to: Chief Operating Officer (COO)

Location: Hybrid, with three in-office days required weekly at [Kindred Futures](#)

About Kindred Futures

Kindred Futures is a solutions aggregator, serving as a think and act tank tackling the racial wealth divide in the American South, where 56% of Black people live.

Our work is rooted in Atlanta but extends across the South, prioritizing economic opportunities for the 2 million Black households with zero net worth. Kindred Futures partners with Black Wealth Solution Providers in the South, redefining wealth so that Black people have the opportunity to contribute to and accelerate a just and inclusive economy. We are connected and committed to new models of abundance because we know that investing in people pushed to the economic fringes results in a thriving economy.

Our Vision

Through data driven and community anchored approaches, we design and apply innovative frameworks like the Structural Determinants of Black Wealth—introduced in our [2023 Beloved Economy Report](#)—we provide actionable solutions that partners can adopt to expand their impact.

Position Overview

The Senior Development Associate at Kindred Futures is a leadership-level role responsible for accelerating philanthropic engagement, advancing fundraising initiatives, performing high-level data analysis, and crafting compelling proposals and narratives. This position emphasizes strategic event coordination, prospecting, advanced reporting, and fostering relationships with donors and funders. Working closely with the Senior Communications Specialist, CEO's Special Assistant, and other Senior Development team members, this role ensures seamless execution of development activities that align with organizational priorities.

Key Responsibilities

Fundraising Strategy and Collaboration

- Immerse in Kindred Futures' mission, strategic plan, and programs to develop and implement sophisticated fundraising strategies.
- Collaborate with program staff to articulate programming and craft compelling case statements for prospective funders.
- Build rapport across development, communications, and cross-departmental teams to design and execute customized fundraising strategies.
- Cultivate relationships with corporations, foundations, and individual donors, supporting both new and renewable funder engagement.

Special Events Leadership

- Plan, organize, and lead fundraising and donor engagement events.
- Collaborate with the Senior Communications Specialist to design event materials and messaging that resonate with donors.
- Coordinate executive involvement in events with the CEO's Special Assistant to maximize impact.
- Host virtual and in-person meetings, cultivation events, visits, and tours with prospects and funders.

Donor and Funder Research

- Conduct advanced research to identify and prioritize major donor prospects and funding opportunities.
- Analyze market trends and philanthropic landscapes to uncover emerging opportunities.
- Partner with the Manager of Prospect Research to support the cultivation of new funding partners.

Data Analysis and Strategic Reporting

- Run advanced reports and perform in-depth data analysis to shape team strategies.
- Generate dashboards and key performance indicator (KPI) reports on donor engagement, retention, and revenue performance.
- Use data insights to refine fundraising strategies and improve outcomes.

Communications and Stewardship

- Develop and implement targeted mass communications, including solicitations, thank-you notes, and stewardship e-blasts for monthly and annual donors.
- Handle occasional high-touch correspondence with individual donors, fostering long-term relationships.
- With design support from the Communications team, create customized funder proposals, sponsorship materials, and impact reports.

Proposal and Grant Management

- Write and submit compelling new and renewal proposals, concept papers, reports, and stewardship documents in accordance with funder guidelines.
- Collaborate with program and grant writing teams to ensure alignment between proposals and organizational goals.

Administrative and Cross-Functional Support

- Develop and oversee a calendar of development activities, ensuring alignment across departments.
- Partner with key staff members, including the Senior Communications Specialist and CEO's Special Assistant, to execute integrated fundraising strategies.

- Provide strategic support for fundraising meetings, events, and team activities.

Who You Are

- **A Leader in a Small Team:** You are comfortable leading and owning the development function in a small team environment. You thrive on accountability and understand the nuances of building and executing fundraising strategies collaboratively.
- **Ready to Execute:** Kindred Futures is seeking someone who wants to make an immediate impact in a supportive and inclusive environment. You excel at turning ideas into action and delivering results.
- **An Independent and Collaborative Professional:** You are used to taking the lead on development initiatives while working collaboratively with colleagues to meet organizational goals. You can manage complex projects independently and ensure alignment with the team's mission.

Qualifications and Skills

- **Education:** Bachelor's degree or equivalent work experience.
- **Experience:** Minimum of 5 years of professional experience in nonprofit development, fundraising, or related roles. Demonstrated experience with major funder cultivation, grant writing, and event planning is required.
- **Fundraising Knowledge:** Strong understanding of the fundraising process, donor stewardship, proposal development, and grant reporting.
- **Technical Skills:** Proficiency in Microsoft Office Suite, Salesforce, and project management tools (e.g., Monday.com). This role will be required to create and maintain donor records in Salesforce and Monday.com. Familiarity with data visualization tools is a plus.
- **Communication Skills:** Exceptional written, verbal, and interpersonal communication skills. Proven ability to craft compelling donor communications and case statements.
- **Organizational Skills:** Highly detail-oriented, with excellent project management skills and the ability to juggle multiple priorities in a fast-paced environment.
- **Interpersonal Skills:** Professional, collaborative, and proactive, with the ability to build and maintain relationships with diverse stakeholders.
- **Mission Alignment:** Deep commitment to Kindred Futures' mission and core values, with a passion for advancing economic and social justice.

Kindred Futures is seeking passionate individuals to join our dynamic team. We offer a competitive salary range of \$75,000–\$85,000, along with a robust benefits package that includes medical, dental, vision, and life insurance and 5% retirement match.

To apply send your resume to hr@kinfutures.org with Senior Development Associate in the subject.

Kindred Futures provides equal employment opportunities to all employees and applicants regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, marital status, veteran status, or any other characteristic protected by federal, state, or local law.