The Mission Continues

Position Specifications: Development Associate

About the Organization
The Mission Continues is a national 501(c)(3) nonprofit organization works to ensure that US military veterans have successful transitions back to civilian life after completing their military service. Through the organization’s leadership and service Fellowship Program, post-9/11 veterans complete six-month service and leadership fellowships at local nonprofit organizations. Our Fellows have worked to address issues ranging from mentoring at-risk youth to wildlife conservation and from disaster preparedness to homelessness.

Since our founding, The Mission Continues has awarded more than 600 fellowships in 43 states and the District of Columbia and has worked with more than 350 nonprofit organizations across the country. Through our program, veterans not only improve their communities, but they also help to change perceptions by acting as living examples of the leadership value veterans bring to the community. We believe that veterans are among our country’s greatest assets and through service, both in the military and at home, they have the power to inspire our nation.

The Mission Continues has been named to the 50 Best NonProfits to Work for in the country by The NonProfit Times. As the organization grows, The Mission Continues is looking to add team members who can help the organization achieve the scale necessary to reshape the way the nation welcomes home veterans. The organization is fully dedicated to the personal and professional development of every member of our team.

About the Position:
This is an exciting opportunity for a dynamic and driven individual to gain development experience and contribute their talents to an innovative, effective nonprofit organization working with veterans at this critical time. The Mission Continues is seeking a highly organized and motivated candidate to join the development team and the whole Mission Continues team.

Reporting to the Vice President of Growth Strategy and Development, this individual will play a key role in assisting with high-level developmental strategy while also having the opportunity to manage and grow The Mission Continues’ grassroots fundraising and events program, Team Mission Continues. The ideal candidate for this position enjoys working alongside and cultivating donors, wants to learn more about the common themes and differing approaches across a range of fundraising strategies, possesses a strong interest in using his or her creativity to strengthen donors’ and advocates’ engagement with The Mission Continues, is comfortable determining how to take action and communicate well in evolving contexts, and thrives within a fast-paced environment.

Responsibilities of the role:

Team Mission Continues: Manage all elements of organization’s national grassroots fundraising and events program, Team Mission Continues
- Manage 2013 Marine Corps Marathon charity partnership and support team of individuals running/fundraising on behalf of The Mission Continues
• Aid and support interested 3rd party individuals in organizing and executing successful fundraisers in their communities
• Develop strategies to increase and improve grassroots fundraising
• Work to maintain and improve program’s toolkits, resources and SOPs

**Prospect Strategy & Briefings:** Support The Mission Continues’ President and VP of Growth Strategy and Development in managing high-level donor relationships and lead-generation.
• Conduct research around prospective partners, donors and board members
• Aid in managing processes for donor cultivation and stewardship
• Work with Fellowship and Service Project teams to identify opportunities for prospect and donor engagement

**Special Events:** Aid in the execution of special events such as thought leadership seminars, donor cultivation opportunities, annual Veterans Day Gala and regional service project campaigns
• Build invitation lists by generating database reports and working with colleagues on strategic additions
• Track event attendance and prepare bios on guests
• Collaborate on content decisions and preparation for event programs
• Lead on other event projects, as needed

**General Administration:** Assist in managing operations and day-to-day administrative tasks for the NY office.
• Managing office supply stock, coordinating material mailings for events, maintaining SOPs for office payments and deliveries
• Special projects and general support, as needed, in the spirit of learning and everyone on the team doing whatever it takes to make our work with and for veterans possible.

**Qualifications:**
• A bachelors or advanced degree
• Demonstrated ability to independently and simultaneously manage a wide variety of tasks across multiple projects
• Possesses strong communication skills and exercises adaptability within a fast-paced environment
• Natural “team player” mentality and willingness to assist as needed with both team and organizational opportunities
• Prior development and/or fundraising experience preferred
• A passion and commitment to serving the post-9/11 generation of veterans

**Location:** New York

**Compensation and Benefits:**
Compensation is competitive and is commensurate with experience. The Mission Continues offers 401K, life insurance, medical, dental and vision benefits for full-time employees.

**To apply:**
Email your letter of interest, resume and two professional references to A’eesha Bell at humanresources@missioncontinues.org.

To learn more about The Mission Continues, visit www.missioncontinues.org