



Job Announcement: Development Associate

About CAC

The Constitutional Accountability Center (CAC) is a nonprofit, public interest law firm, think tank, and action center dedicated to making real the progressive promise of our Constitution's text, history, and values. We work in our courts, through our government, and with legal scholars to preserve the rights and freedoms of all in America and to protect our judiciary from politics and special interests.

At the Constitutional Accountability Center, we view the Constitution as an inherently progressive document—amended over the generations to become more just, equitable, and inclusive. To make real the promises of our national charter, we must honor and celebrate different ideas, perspectives, and backgrounds, and especially the contributions of historically marginalized communities. As an organization, we make every effort to live by these ideals and help create the conditions that will allow all individuals and communities to thrive.

We are committed to the recruitment, development, and retention of talented and diverse staff who believe in true justice and equality for all people. The Constitutional Accountability Center is an equal opportunity employer, and we particularly encourage people who identify as Black, Indigenous, Latino/Latina or Latinx, Asian American or Pacific Islander, and from other underrepresented communities to join us.

CAC has adopted a hybrid work schedule with all staff working in the Washington, DC office on Tuesdays and Wednesdays. All CAC staff must be fully vaccinated against COVID-19 to work in the office.

To learn more about the Constitutional Accountability Center, please visit www.theusconstitution.org.

Position Summary

CAC seeks a highly effective and detail-oriented individual to serve as our Development Associate. The Development Associate's responsibilities will include:

- Writing and submitting grant proposals and grant reports;
- Maintaining a calendar of all grant proposal and reporting deadlines, and communicating those deadlines to appropriate staff in a timely manner;
- Assisting with research on potential institutional and individual funders;
- Preparing for donor meetings;
- Processing thank you notes;
- Tracking all gifts and fundraising communications in our donor database (Every Action);
- Helping to execute small-scale fundraising events; and
- Writing online and/or other fundraising appeals as appropriate.

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Phone: 202-296-6889 | Website: www.theusconstitution.org

The Development Associate will report to the Director of Development.

Qualifications

The ideal candidate will have the following qualifications:

- A Bachelor's degree, with an outstanding academic record;
- At least two years of relevant work experience;
- Knowledge of and/or exposure to foundation fundraising;
- Experience tracking detailed and accurate information in a database (experience with Every Action is a plus);
- Outstanding research and writing skills;
- Attention to detail;
- Demonstrated commitment to a progressive vision; and
- Ability to be a team player as well as a self-starter.

Salary and Benefits

The starting salary range for this position is \$50,000 - \$55,000, depending on experience.

CAC provides an excellent benefits package to our staff, including health, dental, and vision insurance, FSA, SmarTrip benefits, a 403(b) match, three weeks of paid vacation, one week paid sick leave, and paid leave for federal holidays.

How to Apply

To apply, please send a résumé, cover letter, and relevant writing sample in one PDF to Keo Xiong: keo@theusconstitution.org.

After the first interview, candidates moving forward in the process will be asked to complete a grant reporting exercise.

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