



## Development Associate

**Location:** Stamford, CT Hybrid

**Schedule:** Part-time (15–20 hours/week)

**Compensation:** \$25–\$30/hour, commensurate with experience

**Reports to:** Executive Director

## About Kids Helping Kids

Kids Helping Kids (KHK) is a Stamford-based nonprofit that empowers youth to become leaders through service. Our mission is to develop leadership skills in students by creating opportunities for them to plan and lead meaningful service projects that benefit their community. We believe in the power of young people to make a difference—today and in the future.

## Position Summary

We are seeking a highly organized, detail-oriented, and mission-driven **Part-Time Development Associate** to support and grow our fundraising and donor engagement efforts.

This position will work closely with the Executive Director and Development Committee to help identify, steward, and expand philanthropic support from individuals, foundations, and corporations.

This is an exciting opportunity for someone looking to contribute meaningfully to a dynamic, youth-centered nonprofit and grow professionally in the field of fundraising and development.

## Key Responsibilities

### Grants & Fundraising

- Research, identify, and track grant opportunities aligned with KHK's mission
- Draft and submit letters of inquiry, grant proposals, and reports
- Maintain a calendar of application deadlines and reporting requirements

### Donor Engagement

- Help manage donor database (e.g., contact information, gift tracking, acknowledgments)
- Assist with donor stewardship, including thank-you letters, emails, and impact updates
- Support major gift outreach and annual fundraising campaigns

### Events & Partnerships

- Assist in planning and executing development-related events (e.g., fundraisers, open houses, donor briefings)
- Support corporate partnership development, including outreach, sponsorship fulfillment, and reporting

## **Communications Support**

- Collaborate on donor-facing materials, including appeals, newsletters, and grant collateral
- Provide content support for fundraising campaigns and social media, as needed

## **Qualifications**

- Bachelor's degree or equivalent work experience in nonprofit management, communications, or a related field
- 3– 5 years of experience in nonprofit development, fundraising, grant writing, or donor relations preferred
- Strong writing, research, and organizational skills
- Detail-oriented with the ability to manage multiple projects and deadlines
- Proficiency with Google Workspace and CRM (Salesforce training available)
- Passion for youth leadership and community service
- Availability to occasionally support events on evenings or weekends

## **Why Work with Us?**

- Mission-driven, youth-centered organization making a real impact
- Flexible work environment
- Opportunities to grow professionally in nonprofit development
- A supportive, collaborative team committed to positive change and youth empowerment

## **To Apply**

Please submit a resume and a brief cover letter outlining your interest and relevant experience to [jenb@kidshelpingkidsct.org](mailto:jenb@kidshelpingkidsct.org). Applications will be reviewed on a rolling basis until the position is filled.