**Allied Media Projects is seeking a Fund Development Associate!**

What does Allied Media Projects (AMP) do?

Allied Media Projects produces the biennial Allied Media Conference and through our [Sponsored Projects Program](#) we provide fiscal sponsorship and other support services to more than 150 media, art, and technology-based social justice projects in Detroit and nationally.

To learn about AMP, check out the following links:
- [AMP Mission](#)
- [Profiles of our Sponsored Projects](#)
- [Facebook](#)
- [Twitter](#)
- [Instagram](#)

**Fund Development the AMP Way**

AMP approaches fundraising as “speculative non-fiction.” We speculate about how we might shape the future and create detailed plans that allow us to secure the resources we need to actualize the futures we desire. We recognize that the system of philanthropy is built upon an economic system that is inherently inequitable. We are resource mobilizers working to lower the financial and technical barriers that prevent smaller, grassroots organizations from accessing the resources they need. **We are looking for another mobilizer to join our team.**

**Role Overview**

The Fund Development Associate at AMP is someone who is passionate about the practical and technical aspects of radical social justice work. They are exceptionally well-organized, detail-oriented, and attentive to deadlines. They are a talented writer, patient instructor, and respectful-yet-rigorous editor. This role will be approximately 40% grants administration (filing and organizing documentation), 40% grant writing and editing, 20% strategizing, grant prospecting, and other development support as needed.
Responsibilities

- Offer feedback to AMP sponsored projects on grant proposals, reports and general fundraising strategies for their organizations with the goal of increased immediate-term revenue and long-term sustainability.
- Manage a grants tracking system and calendar to ensure timely delivery of proposals, reports, and other documents.
  - Maintaining an organized database of both digital and paper grant-related documentation
  - Tracking funding opportunities, amounts, deadlines and deliverables in GrantHub
  - Task and deadline management in Asana
- Prospect potential grant and funding opportunities.
- Compile content for grant proposals and reports. This may include:
  - pulling language from previous grants
  - conducting interviews with project leaders
  - compiling data and selecting quotes from program evaluations
  - compiling photos, videos, and other supplemental materials.
- Keep AMP sponsored projects abreast of upcoming grant deadlines and deliverables
- Lead development orientations for Sponsored Projects
- Assist with trainings and consultations in grassroots fundraising strategy.
- Receive training as needed from AMP staff in grant writing and editing, development, and program design, budget development and financial reporting.

Qualifications

The Fund Development Associate must have ...

- Strong written and verbal communication skills.
- Excellent prioritization and time management skills with a proven ability to meet deadlines.
- Outstanding organizational skills, attention to detail, and ability to follow instructions carefully.
- Experience creating and maintaining filing structures, database systems, and similar recordkeeping tasks.
- Demonstrated editorial skills in areas of accuracy, voice, readability, and grammar.
● Strong interpersonal and networking skills with the ability to build and maintain relationships.
● Highly developed active listening skills.
● Desire and ability to work collaboratively.
● Passion for generating resources to support media-based organizing for social justice.

Additionally, we would love it if you ...

● Have storytelling experience (journalistic, creative, or other) and ability to enhance storytelling with statistics, rich media, and direct quotes.
● Have experience with grant writing and/or grassroots fundraising.
● Have experience working with Google Drive, GrantHub and Asana
● Have experience working in community-based non-profits.
● Have a working knowledge of the Allied Media Projects network.
● Are multilingual.
● Are an active media-based organizer or media-maker with a social-justice background.

Job Details and How to Apply

This role’s salary range is $40K-$50K and includes a competitive benefits package. Benefits include: employer sponsored BCBS Medical, VSP Vision, and Dental. It is a full-time position, based in Detroit. The ideal start date for this role is April, 1st 2020.

To apply:

Please send the following to work@alliedmedia.org with the subject line “Last Name, First Initial - AMP Fund Development Associate”

● Cover Letter
● A resume/CV
● Writing Sample
● Any grant proposals you have written or supported (Optional)

All completed applications received by March 2nd, 2020 will be considered.

Allied Media Projects is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, gender, gender identity, gender expression, age, ethnicity, national origin, immigration status, sexual orientation, religion, HIV serostatus, disability, height, weight, veteran status or marital status.