Job Title: Development Associate  
Reports To: COO  
Status: Part Time, Non-Exempt

Job Summary  
With SARSEF, every Arizona student has the potential to be a scientist or engineer solving problems big and small. We create opportunity for students to think critically and solve problems through science and engineering, but we couldn’t do it without the support of our donors.

As SARSEF’s Development Associate, you will support SARSEF’s fundraising efforts through administrative assistance and grant writing. You will also build up and run our small business donor program.

We are looking for detail-oriented, organized applicants who are interested in fund development and have a passion for our mission. Strong writing skills are required. Experience in making cold calls and cultivating professional relationships is preferred.

There is potential room for growth in this position.

Job Responsibilities  
- Work with Grants Manager on grant writing including writing individual grants, editing and reporting  
- Initial research on potential donors and scheduling of introductory meetings for SARSEF leadership  
- Ensure appropriate recognition of donors based on sponsorship levels  
- Run small business donor program  
- Assist in identifying ways to recognize individual donors  
- Maintain donor-related web pages  
- Assist with maintenance of donor database

Compensation  
The rate for this position is $20.00 an hour, and it is expected to require approximately 20 hours per week.

To Apply:  
Send a cover letter and resume to director@sarsef.org. Open until filled.

It is our policy to prohibit any employment practice influenced or affected by an employee’s race, color, ancestry, ethnicity, religion/creed, sex, gender identity, pregnancy, familial status, marital status, sexual orientation, national origin, citizenship, age, disability, veteran status, genetics, or any other characteristic protected by law. This provision governs all aspects of employment, including hiring, job assignment, compensation, discipline, termination, and access to benefits and training.