JOB TITLE: Development Associate

ORGANIZATION BACKGROUND:

The Hidden Genius Project is a non-profit headquartered in Oakland, California that trains and mentors Black male youth in technology creation, entrepreneurship, and leadership skills to transform their lives and communities. The Hidden Genius Project seeks to reveal the true potential of black male youth and transform their communities from the inside out. Through our student-centered, project-based approach, we invest in young Black men, give them access to technology training, and plug them into an ecosystem of innovation and empowerment. The Hidden Genius Project was founded in 2012 and established a full-time infrastructure in 2015. The organization now operates Intensive Immersion Programs in Oakland, Richmond, and Los Angeles California, and is launching a site in Detroit in 2022. As the program continues to grow, The Hidden Genius Project seeks to impact thousands more Black males and young people in the coming years.

POSITION PURPOSE AND SUMMARY:

The Development Associate will join The Hidden Genius Project as the first team member with responsibilities primarily centered on securing the organization’s long-term growth and sustainability through fundraising and development. The Development Associate will drive activities that attract, maintain and increase the organization’s resources via grant development, donor stewardship, and relationship management.

MAJOR AREAS OF RESPONSIBILITY:

- Maintain institutional donor information, contacts and grant records in Salesforce
- Maintain program outcomes in an easily accessible format to be accessed for grant reports and proposals
- Schedule and help coordinate Funder meetings and site visits
- In close collaboration with the grant writer, Executive Director, own all aspects of proposal preparation including writing, editing, gathering supporting information and attachments, and submission
- Manage Donor Stewardship Plan to drive sustained engagement and contributions
- Work with Finance and Operations Director to ensure budgets and financial reports are produced according to funders formats and submitted as required by donors
- Work closely with Director of Strategic Initiatives to develop and nurture corporate partnerships and donations
- Collaborate with Communications Manager and Communications Team to develop Annual Report and other relevant collateral
- Practice sharing stories about program participants with various stakeholders
- Identify prospective donors to support annual revenue and/or Growth Campaign
- Other duties, as assigned by manager

QUALIFICATIONS, SKILLS, AND ABILITIES:

Required
- Excellent leadership abilities
● High comfort level with technology
● Excellent verbal and written communication skills.
● Excellent interpersonal, negotiation, and conflict resolution skills.
● Excellent organizational skills and attention to detail.
● Strong analytical and problem-solving skills.
● Intense commitment to the life success of Black males and boys and men of color
● Ability to prioritize, organize, and delegate effectively
● Ability to multitask and manage multiple high-stakes objectives
● Ability to receive feedback and engage in continuous self-improvement
● Ability to adapt to a dynamic, rapidly-changing work environment
● Ability to build positive relationships across constituencies and sectors

Desired
● Bachelor’s degree
● Experience with programs coordination and direct service delivery
● Experience supporting fundraising activities (including grant writing, prospect research and donor stewardship)
● Proficiency with Microsoft 365 (Office) suite and/or Google Drive suite
● Familiarity with Salesforce and/or other data management systems

ROLE OVERVIEW:
● Role Location: Oakland, California
● Reports to: Director of Strategic Initiatives
● Status: Exempt
● Schedule: Full Time (minimum 40 hours per week); starting by May 2022; working evenings and weekends, as needed

BENEFITS OF THE ROLE:
● Dynamic, fun work environment
● Excellent opportunity to make a significant impact in the lives of numerous young people
● Entrepreneurial organization; implement your own ideas and immediately see the effects.
● Opportunity to meet and interact with multifarious individuals in the technology industry
● Opportunity to play a fundamental role in building a national organization
● Opportunity to innovate in building effective models for holistic technology instruction
● Potential for mobility as organization grows and scope of needs increases

COMPENSATION:
● Salary and benefits will be competitive and commensurate with experience

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job:
● The employee may occasionally climb or balance; stoop, kneel, crouch, or crawl; the employee may frequently stand, walk, or sit; the employee may regularly grasp objects, talk and/or hear.
● The employee will occasionally lift up to 50 pounds; the employee will regularly lift up to 10 pounds
● This job requires vision abilities that ensure safety of operating and programming spaces for all stakeholders
• Travel and supervise transportation of students as needed

APPLYING:
To apply, please submit a resume and cover letter outlining your interest in the role and how your qualifications align with the above requirements via email to hiring@hiddengeniusproject.org, with the subject head: “Development Associate.”

ABOUT THE HIDDEN GENIUS PROJECT:
The Hidden Genius Project trains and mentors Black male youth in technology creation, entrepreneurship, and leadership skills to transform their lives and communities. Founded in 2012 by five Black male entrepreneurs/technologists who were unnerved by the dramatic juxtaposition between the high unemployment of Black male youth and the plethora of career opportunities within the local technology sector, The Hidden Genius Project connects young Black males with the skills, mentors, and experiences that they need to become leaders in high-performing entrepreneurs and technologists.