

Development and Operations Associate

We are seeking a highly motivated and organized **Development and Operations Associate** to oversee and support the day-to-day administrative and operational functions of the TANGO2 Research Foundation, a 501 (c)3 non-profit organization. The Development and Operations Associate will play a critical role in ensuring the smooth and efficient operation of all aspects of our foundation, with a heavy focus on development-related duties. Learn more about the TANGO2 Research Foundation at www.tango2research.org.

- Ideal candidate must be available to work during Eastern Standard Time (EST) business hours. Flexibility may be required to accommodate occasional needs outside of regular hours.
- Salary Range: \$50,000-\$60,000

Key Responsibilities:

Development Support:

- Collaborate with the Executive & Research Engagement Directors and Fundraising Committee to develop and execute fundraising strategies and campaigns.
- Assist in driving Foundation's fundraising efforts across diverse funding streams, including:
- **Online fundraising campaigns:** Oversee social media fundraising initiatives and assist in annual crowdfunding campaigns.
- **Corporate sponsorship:** Assist in securing and managing corporate sponsorships to support Foundation's initiatives.
- **Securing External Grant Funding:** Provide support to activities related to developing grant application submissions for external funding
- **Individual donations and team fundraising:** Assist in efforts to solicit and manage individual donations, as well as support team fundraising endeavors.
- Coordinate and manage development-related activities, including meetings, events, communications, and file maintenance.
- Cultivate and steward relationships with donors by effectively managing donor databases, correspondence, and acknowledgments.

Financial Management:

- Support oversight of donations, financial planning, and reporting processes.
- Monitor and input income and expenses, analyze financial data, and provide regular reports to the Executive Director.
- Ensure compliance with financial regulations and organizational policies.

Administrative Operations:

- Manage daily administrative tasks, including scheduling, and correspondence.

- Support development and implementation of operational policies and procedures to improve efficiency and effectiveness.
- Other duties as necessary

Program Support:

- Collaborate with the Executive & Research Engagement Directors to support program implementation and evaluation efforts.
- Support coordination of logistics for events, meetings, and program activities.
- Assist in the development of program materials, reports, and presentations.

Communications and Outreach:

- Support communications efforts, including drafting content for newsletters, website updates, blogs, and social media posts.
- Assist in the coordination of outreach and marketing activities to promote the organization's mission and programs.

Qualifications:

- Bachelor's and/or Master's degree in Nonprofit Management, Business Administration/Management, Operations Management, Sales, or related field.
- Minimum of 2-3 years of experience in nonprofit operations, development, research, administration, grant writing or related field.
- Strong organizational, communication, writing and interpersonal skills.
- Proficiency in utilizing various software applications and a strong aptitude for technology (e.g. Google Office Suite, Canva Wordpress, JotForm and/or Aplos).
- Knowledge of fundraising principles and practices.
- Ability to work independently and collaboratively in a fast-paced, remote environment.
- Ability to travel up to 1-2 times per year.

To Apply:

- Applicants MUST e-mail cover letter and resume to info@tango2research.org.
Applications submitted through other channels will NOT be considered.