



# WORLD SAVVY IS PLEASED TO ANNOUNCE THE SEARCH FOR ITS NATIONAL DEVELOPMENT ASSOCIATE

MINNESOTA PREFERRED BUT NOT REQUIRED  
WORLD SAVVY

World Savvy is a leading national education nonprofit working to transform teaching, learning, and culture in K-12 public education so all students can learn, work and thrive in our rapidly changing world as globally competent citizens.

World Savvy is unique in the field for our systems change approach that holistically supports the integration of global competence into student learning, teacher training and capacity, and school and district leadership. We have offices in Minneapolis (largest) and San Francisco. Learn more at [www.worldsavvy.org](http://www.worldsavvy.org).

**Mission:** *World Savvy educates and engages youth to learn, work, and thrive as responsible global citizens.*

**Vision:** *As the leading provider of global competence education, World Savvy envisions a K-12 education system that prepares all students with the knowledge, skills, and dispositions for success and active engagement in the global community.*

World Savvy is an ambitious organization with big ideas and tenacious growth goals. Our culture is one of optimism, authenticity, joy, and learning. World Savvy is deeply committed to anti-racism, inclusion, and equity in our programming and workplace. As we grow, we will intentionally build a team that reflects the ethnic, racial, and cultural diversity of the students, educators, and communities we serve. World Savvy seeks individuals who are Black, Indigenous, and People of Color to apply.

## OUR VALUES:

- ✦ We do the best work possible in service of our mission.
- ✦ We believe collaboration is essential.
- ✦ We see people as whole human beings.
- ✦ We intentionally grow and change.
- ✦ We lean into complexity when it's called for.
- ✦ We believe big things are possible, whether that's our mission or the project on the table.
- ✦ We notice and disrupt exclusionary patterns.
- ✦ We bring hope, joy, and a sense of aspiration into all that we do.

World Savvy's Development Team is specifically committed to integrating Community-Centric Fundraising Principles.

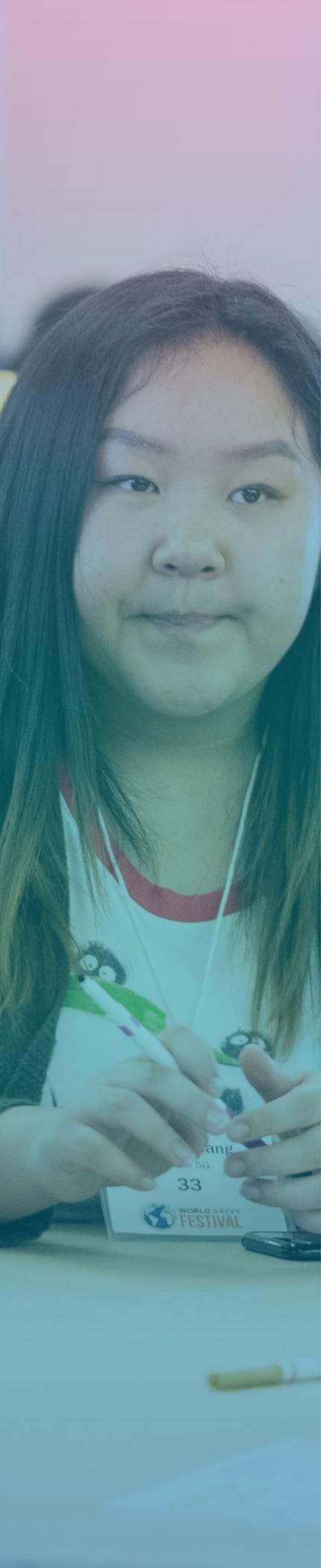
## POSITION SUMMARY:

World Savvy is seeking a full-time National Development Associate to join our team. The National Development Associate will be a critical member of our team, supporting both the national and regional (Midwest and West) development teams through a significant period of growth and expansion.

Competitive candidates for this role will have prior experience in fundraising, an entrepreneurial mindset, attention to detail, strong interpersonal communication skills across mediums, and the ability to work in a fast-paced and deadline-oriented environment. This position has great growth potential, and we are looking for someone ambitious and excited to grow their role and responsibilities along with the organization.

World Savvy has two offices: one in the Bay Area of California (West) and our headquarters in Minneapolis, Minnesota (Midwest). World Savvy is a hybrid work environment, and work location and requirements vary by role and task.

This position may be fully remote or hybrid and will support team members across the organization's locations. This position reports to the Director of Development. It will support national development activities approximately 50% of the time while supporting regional Executive Directors (Midwest and West) approximately 50% of the time.



## KEY RESPONSIBILITIES:

- ✦ Collaborate with Director of Development and Regional Executive Directors to develop and implement a comprehensive annual resource development plan with strategies for donors and prospects, including individuals, foundations, government, and corporations that include campaigns, events, and program-specific funding.
- ✦ Work collaboratively with development and communications teams to prepare materials, coordinate, and implement Fall Campaign, Lapsed Donor Campaign, Annual Report, and more.
- ✦ Manage development data entry and record donations, updates, and meeting notes in the database (Salesforce and iWave), ensure accuracy and data security, and maintain online donation platforms (Funraise, PayPal, etc.)
- ✦ Process online, electronic transfers, and check donations and prepare and communicate appropriate acknowledgment/thank you letters. Work with Finance to track and ensure receipt of accounts receivable for development.
- ✦ Conduct research on national and regional foundation prospects and individual donors.
- ✦ Collaborate with the Director of Development to create proposal and reporting templates as well as initial drafts for national and regional grant submissions as needed.
- ✦ Collaborate with Senior Associate of Data Quality and Operations to pull and prepare reports for quarterly development team meetings, Growth Committee meetings, Board meetings, planning meetings, and more.
- ✦ Assist with national and regional fundraising/friendraising events as needed.
- ✦ Consider ways to further improve World Savvy's philanthropic strategy outside of existing tactics.

## KEY REQUIREMENTS:

- ✦ A Bachelor's degree or four years of experience in a similar role in a nonprofit or education setting.
- ✦ Previous experience in fundraising or related field.
- ✦ An entrepreneurial mindset and commitment to social justice.
- ✦ Strong executing theme strengths with a desire to get things done and passion for clean data and transparent processes.
- ✦ Strong interpersonal communication skills, and the ability to present information concisely and effectively, both verbally and in writing.
- ✦ Experience using Salesforce (preferred) or another database, Microsoft Suite, Google Workplace, data analysis tools like Microsoft Excel, Google Analytics, etc., and web-based project management programs like Asana.
- ✦ Ability to use virtual tools to communicate and work with others in an online setting.
- ✦ Excellent relationship skills; the ability to work effectively in a small and collaborative team environment.
- ✦ Solution-oriented approach, with excellent time management and organizational skills; strong attention to detail.
- ✦ An ability to work in a fast-paced and deadline-oriented environment.
- ✦ Capacity to work in ambiguity and periods of growth and change.
- ✦ A passion for World Savvy's mission to educate and engage youth to learn, work, and thrive as responsible global citizens.

**Schedule:** Full time - some occasional nights and weekends may be required.

**Salary range:** \$21.63 - \$26.44 hourly based on experience

**Projected Start Date:** March 1, 2022

**Application Deadline:** Open until filled with priority consideration given to applications received by January 12, 2022

**Location:** Greater Minneapolis - St. Paul Area preferred but not required

**Travel Requirements:** Travel requirements may vary based on location. If non-Minnesota-based, up to 25% travel to one of our main offices for in-office work and collaboration may be expected.

**Work Environment:** World Savvy has two offices, one in the Bay Area of California and our headquarters in Minneapolis, Minnesota. World Savvy is a hybrid work environment and work location and requirements vary by role and task. This position will be able to work remotely and will have task responsibilities that will require in-person and in-office work.



## **APPLYING FOR THE POSITION:**

Please apply online at <https://worldsavvy.bamboohr.com/jobs/view.php?id=36>. Please include a resume and a cover letter explaining your interest in the position and why you believe this role would be a fit, including your experience in development and/or related roles.

If you have questions that would affect your interest in applying, please e-mail [jobs@worldsavvy.org](mailto:jobs@worldsavvy.org).

### A note about World Savvy's commitment to anti-racism and recruiting:

In the past, we've used equity and inclusion language to express our social justice values and our intention to build a team that reflects the racial diversity of the students, educators, and districts we serve. Like many organizations, we recognize how passive and ineffective this has been at overcoming the effects of systemic racism that have impacted the workforce for generations. Many things need to change, including the dialogue we have with job seekers. To that end, we share the following:

As we grow, our commitment is to intentionally build a team that reflects the ethnic, racial, and cultural diversity of the students, educators, and communities we serve. This population is currently 50% or more Black, Indigenous, and People of Color (BIPOC). Recognizing the gap we have on our team, we're seeking individuals who identify as a part of BIPOC communities to apply. We believe these life experiences and perspectives are critical, in particular, to advance our global competence work. At its core, this work is about teaching students to practice empathy, value cultural differences, consider multiple perspectives, and collaboratively problem-solve. In an increasingly divided world, this work is more important than ever, and its continued success hinges on modeling this ourselves, continuously learning and growing.

### World Savvy COVID-19 approach:

World Savvy is currently a hybrid work environment depending on the role and tasks. This is reviewed on a periodic basis with staff provided 30 days of notification of any changes. Work environments may include working from anywhere, working in-person/office, and working in the community.

In accordance with World Savvy's duty to provide and maintain a workplace that is free from known hazards, its commitment to health and safety, and the concerns of its community, we are adopting a mandatory COVID-19 vaccination policy to safeguard the health of our employees and clients. This policy will comply with state and federal law and is based on guidance from the Centers for Disease Control and Prevention (CDC) and local health authorities, as applicable and as updated from time to time. As an eligible state and federal contractor, World Savvy will comply with the COVID-19 vaccination requirement for all federal contractors and continue to follow the CDC guidance related to vaccinations and booster shots. Reasonable accommodations will be considered on a case-by-case basis. World Savvy will ask for proof of vaccination as a condition of employment.

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Our Offices:

**Minnesota:** 1330 Lagoon Avenue, 4th Floor, Minneapolis, MN 55408

**San Francisco:** 600 California Street, 11th Floor, San Francisco, CA 94108