

Currently Creative Commons is seeking a bright and energetic Development Associate for its team. This is an exciting opportunity for a dynamic person interested in the cross functionality of Development and fund raising. This full time position reports to the CEO and Executive Director of Creative Commons.

**Major Responsibilities: (include but not limited to):**

Board Education

- Provides vision and guidance tools and support for the board on strategies to increase and strengthen funding base
- Preparation of fundraising reports

Grant Proposals

- Project lead on all grant proposals
- Writes grants and
- Research donor and foundation research; Identify potential targets, both public, private

Strategy

- Creates/plans both long term and short term fund raising with Senior Staff and Board
- Strategize for the Public Support Test
- Works with Executive Directors of Science Commons, Creative Commons International and iCommons to aid in their respected funding plans

Solicitation and Campaign Management

- Event planning/coordinate and create fund raising events
- Implements a direct mail campaign
- Create Internet solicitation campaign with staff
- Access and monitor fundraising results
- Recruits and supervises gift processing and assures productions of acknowledgement letters, gift receipts, and pledge reminders
- Manage donor database and gift acknowledgement process

**Minimum Qualifications:**

Board Education

- Has knowledge and experience working with boards

Grant Proposals

- Experience writing grant proposals, and proven success
- A personal record of success in garnering dollar gifts

Strategy

- Advocacy experience and familiarity with non-profit organizations highly desirable
- 4+ years experience in fund development

Solicitation and Campaign Management

- Extensive experience with donor cultivation, acquisition, and stewardship is essential

- Must have knowledge of non-profit solicitation standards

**Other desired qualifications:**

- Knowledge of legal copyright, technology, and issues relating to creativity on the internet highly desired
- Candidate will demonstrate strong writing, communication, and interpersonal skills
- Creative Commons is a young non-profit, rapidly expanding, without an established development department. The applicant must have demonstrated ability to build a development program from the ground up, an entrepreneurial spirit, and be results-orientated.

To Apply: Send cover letter, highlighting relevant experience and qualifications, as well as specific fundraising outcomes, and resume:

Raul Reyes/Office Manager  
Creative Commons  
543 Howard Street, 5<sup>th</sup> Floor  
San Francisco, CA 94105

Or email them to:

Please include 'Development Associate' in the subject line.

[raul@creativecommons.org](mailto:raul@creativecommons.org)

Or Fax them to: 415.946.3001