



VentureWell is on a mission to cultivate a pipeline of inventors, innovators, and entrepreneurs driven to solve the world's biggest challenges and to create lasting impact. We foster collaboration among the best minds from research labs, classrooms, and beyond to advance innovation and entrepreneurship education and to provide unique opportunities for STEM students and researchers to fully realize their potential to improve the world.

Over the past 20+ years, we've trained more than 2,000 early-stage innovation teams and helped launch over 850 ventures that have raised close to \$1 billion in public and private investments. These ventures have reached millions of people in over 50 countries with technological advancements in fields such as biotechnology, healthcare, sustainable energy and materials, and solutions for low-resource settings.

Development Associate

VentureWell's development team works closely with organizational leadership, program staff, and other supporting departments to enable VentureWell's growth. VentureWell is primarily funded through grants from private foundations and government agencies. As a result, a significant portion of our development work involves complex and highly collaborative proposal development and grant reporting. This role is an opportunity for an organized, meticulous, computer savvy individual to join and support our team. Previous experience in development is not required; a capacity for understanding and integrating complex information, curiosity, unflappability, and an eagerness to learn and contribute are paramount.

Responsibilities:

- Support the creation of concept notes, proposals and reports:
 - Develop timelines, drive the collaborative process forward, coordinate with cross-functional teams to keep everyone on track;
 - Draft materials in collaboration with lead writer (e.g. cover letters, executive summaries, background information);
 - Create, edit, and format supporting documents (e.g. letters of support, bios, charts and graphics, other appendices);
 - Submit proposals and reports through online portals
- Track and manage schedule of funder reports:
 - Monitor progress on all upcoming reports, and elevate concerns as needed
 - Ensure reports are completed and submitted on time (depending on the complexity and nature of a report, this might involve serving as project manager to drive a team forward or simply coordinating with appropriate individuals)
- Manage the development team's use of Salesforce
 - Serve as the primary "owner" of development-related records and reports
 - Create and update opportunity and contact records, enter critical information and notes, create and run reports as needed
 - Liaise with the IT department on the design and implementation of new dashboards and other projects
- Other responsibilities as the department grows, depending on skills and interest (e.g. writing projects, research projects, Salesforce design projects, process optimization, sponsor outreach)

Requirements:

- Bachelor's degree
- 2-4 years of professional experience, preferably in a nonprofit program or development role
- Experience working with a database, preferably with Salesforce or a similar CRM
- Comfort with technology: adept in the use of Google apps and MS Office, and able and willing to learn new applications quickly
- Comfort with writing: able to summarize information effectively and draft routine materials (e.g. meeting notes, correspondence, summaries, standard proposal sections)
- Strong interpersonal and problem-solving skills
- Exceptional attention to detail and ability to stay organized
- Strong project coordination skills
- Ability to multi-task effectively, adapt to a sometimes unpredictable workflow with flexibility, and remain cool under pressure

Across the board, VentureWell staff:

- Are able to succeed and thrive in an environment with competing and changing priorities and tight deadlines
- Have a track record of and ability to build solid, collaborative working relationships; and are strong team players who enjoy "customer service"
- Are self-starters with strong attention to detail and a commitment to delivering high quality work
- Are active learners who independently learn new tools and work processes quickly
- Have excellent written and oral communication skills

For more information about VentureWell, including our benefits, click [here](#)

To apply, please send a cover letter, and your resume to jobs@venturewell.org

Candidates for this position must not require sponsorship for U.S. Work Authorization

VentureWell is an Equal Opportunity/Affirmative Action Employer. M/W/D/V