

Revenue Associate

Location

NYC; Remote

Reports to

Director of Advancement

Overview

At [Common Future](#), we imagine a future where people, no matter their race or ethnicity, have power, choice, and ownership over the economy. Founded in 2001, we know that the ideas, models, and solutions that can restore community wealth already exist, they just require attention and investment. We work with hundreds of community leaders and funders through flexible initiatives that build inclusive economies. These initiatives are centered around shifting capital, uplifting local leaders, and advising the development of equitable economies. We are a 23 person organization (and growing). Our culture values equity, experimentation, continuous learning, collaboration, trust, and the wellbeing of our employees. Read more about us on our [Medium page](#).

Position Responsibilities

The Revenue Associate is a key member of the revenue team at Common Future, providing support and project management to our frontline fundraisers. As part of this role, the Revenue Associate will assist in drafting proposals, reports, fundraising pitches, and other materials for institutional donors, as well as provide content development and copywriting for online donor campaigns. By definition, this individual should stay curious, applying an investigative approach to prospecting and uncovering new revenue opportunities for the organization. In addition, the Revenue Associate will maintain clean data and efficient systems to ensure our revenue is tracked and reconciled with our Finance Team. An effective Revenue Associate will combine a keen sense for editorial, people, and systems operations that can level up our fundraising operation to provide greater impact in the years to come.

Fundraising Support (50%)

- Assist in writing grant proposals and reports
- Coordination of documents for grant and report submission
- Maintaining deliverables calendar for grant and report submission
- Prospect research and outreach for philanthropic and integrated capital opportunities
- Support funder engagement opportunities and touchpoints throughout the year
- Provide primary support to the Director of Advancement on project management and materials development for campaigns targeting HNWIs and institutional donors

- List-building and segmentation of VIPs and audiences as required by specific campaigns, appeals, and events
- Provide secondary support to the Director of Digital Fundraising on the project management and execution of digital fundraising campaigns
- Maintain Revenue and Digital Fundraising campaign calendars and engagement trackers

Fundraising Operations and Administration (30%)

- Be proactive and responsible for pipeline management, including producing dashboards, reports, and analyses that determine how data should be interpreted towards increasing the efficiency and effectiveness of fundraising efforts
- Manage project deadlines and deliverables on Asana for the Revenue team
- Take ownership of data input, hygiene, and maintenance of data systems, with the goal of 99% clean data on a weekly basis
- Contacts list management
- Prep for, host, and provide follow up from weekly standup meeting to keep all fundraisers accountable and data clean
- Notetaking and documentation of key updates and action items
- Scheduling on behalf of fundraising staff
- Produce briefing memos that share key industry updates pertaining to revenue and funder relationships

Financial Reconciliation (20%)

- Reconcile all tracked revenue with the Finance Team and our accounting systems.
- Maintain records of all agreements to support the audit process.
- Ensure acknowledgments and receipts of contributions are appropriately distributed and cataloged.

Desired Qualifications

- Curiosity, as evinced by asking questions and self-seeking answers
- Able to meaning-make and be proactive in connecting the dots between strategy and execution
- Able to triangulate multiple inputs and viewpoints to discern a path forward
- Passion for addressing economic injustices, closing the racial wealth gap, and systems change
- Demonstrated experience building and maintaining relationships with a diverse range of stakeholders across different geographies, subject areas, and lived identities
- Excellent interpersonal skills, along with diplomacy, tact, and humor
- Willingness, interest, and capacity to enforce accountability, develop and empower leaders from the bottom up, cultivate a culture of initiative and learning, and understand the strengths and weaknesses of the team so as to position people to succeed

- Ability to pause, pivot, and prioritize emerging projects
- Exceptional strategic thinking skills around operationalization and execution in complex and ambiguous environments
- Entrepreneurial style, with an enthusiasm for working in a dynamic, fast-paced environment

Compensation and Benefits

This is a full-time, non-exempt position. The salary range is \$55,000-\$64,000 and commensurate with experience. Common Future offers a work environment that is committed to the wellbeing and support of our employees. We embrace a human-centered approach to our practices and policies. We offer a competitive benefits package that includes

- 20-25 paid time off days
- Paid holidays include
 - MLK
 - Presidents Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Thanksgiving break
 - Week off between Christmas to New Years
 - Floating Holiday
- Ongoing 4 day work week experiment, 80% time at 100% pay
- Remote and flexible work options
- Stipend for office supplies, work from home costs, and cell phone
- Paid medical, dental, vision, and life insurance
- Paid long term disability coverage
- 4% 403b retirement plan contribution that is immediately vested
- \$500+ professional development stipend
- And more

How to Apply

As an Equal Opportunity Employer, Common Future does not discriminate against applicants or employees due to their race, ethnicity, religion, sexual orientation, gender, gender identity, age, physical ability, hairstyle, previous incarceration, or length of time spent unemployed. As an organization, we are committed to reflecting the diverse communities we serve. Applicants who contribute to this diversity are strongly encouraged to apply.

To apply, please submit your cover letter, resume, salary expectation, and up to 3 references [here](#).

In your cover letter, please answer the following questions with no more than 3-5 sentences or bullet points per question:

- **Why do you want to work at Common Future?**

- How might your experiences, whether lived, worked, or studied, contribute to the [mission of Common Future](#) and this role?
- Anything else you would like us to know.

Our ideal start date for this role is May 1st, 2022 with interviews beginning on March 15th, 2022. Applications will be evaluated as they arrive and the position will remain open until filled.

Job Posted on March 7th, 2022