



Justine PETERSEN Housing and Reinvestment Corporation's mission is to connect institutional resources with the needs of low- to moderate-income families so they can build long- term assets. Justine PETERSEN achieves this goal through its products, which include credit building and financial education, homeownership preparation and retention, and micro-enterprise lending and training. Justine PETERSEN is a Missouri not-for-profit 501(c)(3) corporation and wholly owns a Community Development Financial Institution (CDFI), certified by the U.S. Department of Treasury

Title: Resource Development Associate

Reports to: Ronika Moody, Resource Development Manager

Job Purpose: The Resource Development Associate works closely with the development, grants, and data management operations of the company and reports to the Resource Development Manager. This is a dynamic position that includes grant lifecycle management, reporting, fundraising, data management, and development responsibilities with a strong connection to Justine PETERSEN's work and mission.

Key Responsibilities:

1. Resource Development
 - a. Grant Life Cycle Management
 - i. Assist with fulfilling grant reporting requirements
 - ii. Assist in the research and identification of grant funding opportunities
 - iii. Assist with writing and submitting grant funding proposals
 - b. Board Development
 - i. Assist in preparing reports for Board and Committee meetings as requested
 - ii. Assist in Board Meeting/Committee preparation and execution as requested
 - c. Fundraising
 - i. Assist with planning and executing fundraising events and projects
2. Client Outcomes Management
 - a. Work with Development Team to support the adoption of continuous quality improvement efforts
 - i. Support the maintenance of Data Structure for accurate data collection and reporting
 - ii. Support data quality efforts and tracking
 - iii. Produce technically complex reports through a network of systems
3. Complete special projects and assignments as directed by the Resource Development Manager.

This job might be for you if:

You pay attention to details. As far as you're concerned, anything worth doing is doing right, every single time. You stay focused and nothing falls through the cracks on your watch.

You think on your feet. You like learning new things, and you can learn them quickly. When things change, you know how to roll with the punches.

You communicate clearly. You write well. You can explain just about anything to anyone, and you are comfortable communicating in writing and on the phone with everyone from front line staff all the way up to the CEO.

You can work independently and are goal-oriented.

You want to learn more, you are eager for feedback and want to keep improving.

You have a minimum of a Bachelor's degree and/or some college related experience.

How to apply:

Email your resume and cover letter to TWare@justinepetersen.org . In your cover letter, please provide a roadmap for your resume and experience: What parts of your resume should we pay particular attention to? Why are you a great fit for this position? In particular, we would like to know about your experiences with data management systems, working independently, and achieving goals.

Full-time position (40 hours per week)

Based in St. Louis City

Salary Range: \$36,000 - \$38,000

Please visit our website at www.justinepetersen.org. EOE