

**Development and Communications Associate
Environmental Leadership Program
Washington, DC**

The Environmental Leadership Program (ELP) has an immediate opening for a Development and Communications Associate to help implement ELP's fundraising and communications plan. ELP is entering an exciting period of growth and seeks a talented writer and communicator who can tell ELP's story through print and digital publications, as well as grant-writing and reporting.

Background:

ELP is a national nonprofit organization that provides training and support to a network of more than 350 visionary, action-oriented, emerging environmental leaders. Through regional fellowship programs and a national community of alumni, ELP teaches emerging environmental leaders how to lead groups and institutions effectively, communicate with a broad public, and reach out to new political allies. ELP strives to create a community comprised of individuals working on a range of issues and from diverse backgrounds who can collaborate across the environmental field and beyond. ELP is committed to fostering a reflective, diverse environmental movement capable of responding to our complex social and environmental challenges. For more information about ELP's work, please visit our website at www.elpnet.org.

Job Responsibilities

The Development and Communications Associate will:

- Work cooperatively with the Executive Director and Development Director to research, cultivate and solicit foundation, corporate, and in-kind donors;
- Develop ELP publications and fundraising materials with other communications and program staff, including electronic newsletters, annual reports, conference materials, and fellow spotlights;
- Help build strong, long-term organizational relationships with foundations and corporate supporters;
- Track pledges, gifts, grants, and donor acknowledgement;

Desired Qualifications:

- Outstanding writing, editing, and public communication skills;
- Strong organizational skills, attention to detail, and self-motivation;
- Experience with desktop publishing software, including InDesign and Photoshop
- A great instinct for story-telling and fundraising;
- Two years of nonprofit fundraising or communications experience;
- Ability to work flexibly with a collaborative team of ten staff members;
- A passion for environmental and social change issues;
- Ability to work with people and institutions representing diverse ethnic, racial, and socio-economic backgrounds and sectors.

ELP will devote significant energy to development and communications efforts over the next several years. The Development and Communications Associate will play a critical role in that effort. ELP offers a competitive salary commensurate with experience, excellent benefits including health, dental, vision, and a retirement plan. ELP also offers a flexible, collegial workplace, a team atmosphere, and an opportunity to work with an extraordinary community of emerging leaders.

To apply, please send a cover letter, detailed resume, and a writing sample (2-3 pgs) via e-mail as Microsoft Word attachments to developmentassociate@elpnet.org by April 18, 2007. Please paste your application cover letter in the text of your application email. Applications will be reviewed on an ongoing basis.

Email is preferred, but applications also can be mailed to:

Development and Communications Associate Search
Environmental Leadership Program
1609 Connecticut Avenue NW, Suite 400
Washington, DC 20009
NO PHONE CALLS, PLEASE.

ELP supports diversity in all programs and staffing. We encourage you to provide details in your cover letter about the diverse perspectives you bring. People of color and individuals from other underrepresented groups are strongly encouraged to apply.