



About Organization

SixDegrees.Org is a 501c3 and was launched in 2007 by Golden Globe Winning Actor, Musician and Philanthropist, Kevin Bacon. It was born out of the small world phenomenon that we are all connected to one another by six degrees or less. Later that idea was turned into a game connecting Kevin to any other Hollywood Actor throughout his extensive film and television career. Kevin Bacon turned the aforementioned Six Degrees challenge into a game-changing nonprofit aimed at using everyday activities to connect people and causes. With a mission rooted in connecting people to necessary resources, SixDegrees works with impactful partners at the community level to harness the kindness that connects us to make the greatest possible impact. SixDegrees is dedicated to creating dialogue, raising awareness, understanding and empathy around causes that our communities care most about. Our core areas of focus are Youth Empowerment, Equality and Justice, Sustainability and Emergent Issues important to our communities.

To find out more visit SixDegrees.Org and connect with us on Facebook, Instagram, Twitter and LinkedIn.

Position Description

The Development Associate must deliver excellent results and achieve annual goals for the organization. They must be a seasoned professional with experience in creating and executing campaigns and initiatives with clear outcomes. There is a strong preference for candidates who are fundraisers, and who can expand our partnerships with corporations, foundations, individual donors and other philanthropic organizations. Candidates for this position must be team players, excellent communicators and able to translate strategic visions into concrete action plans. We are looking for a Jack/Jill of all trades that can help us to move this organization forward and is an enthusiast for our past campaigns and core causes. The successful candidate will be passionate, people- and partner-focused, goal-motivated, agile in a start-up environment, a strategic thinker, a nimble negotiator, and a self-starter. The ideal candidate will thrive in having a varied role and routinely learning new things.

Reporting to and in partnership with the Executive Director (ED), the Development Associate will spearhead development efforts as SixDegrees.Org continues to strategically grow and expand our resource capacity and mission. In this new full-time role for our organization, the Development Associate will have the opportunity to build, manage, mentor and guide the development and function of SixDegrees. They will operate within a small, cross-functional team.

The Development Associate is responsible for the strategic development, implementation, and evaluation of the fundraising efforts of the organization.

What makes a great Development Associate:

Networker and Relationship Builder

You have solid existing relationships and find it easy to build rapport in virtual environments. You are a bridge builder and can clearly identify, communicate, and spearhead engagement with two or more entities, while leveraging their individual goals to create mutually beneficial relationships. The ideal candidate has existing relationships in sports, entertainment, media and/or leadership within corporations and foundations.

Proven Past Performance

You have a track record of meeting and exceeding key performance metrics and keeping your focus on delivering on objectives and key results.

Positive Leadership

You have excellent communication skills and the ability to engage partners toward a common goal. You enthusiastically take on each day with fresh perspective and excitement. You thrive in being able to energize our partners and engage their resources towards our common goals.

Strategic Visionary

Our partnerships are critical to our success. In this role, the successful candidate must ensure they understand the needs of our charitable partners, grow relationships with them, and outline strategies that align our needs with theirs. The ideal candidate will ideate unique charitable campaigns, programs and initiatives that may have competing stakeholders.

Versatile Skillset

Our key candidate would be able to identify, learn and use a variety of technological platforms to help administratively manage and creatively support campaigns and initiatives for SixDegrees and our many partners. Some of these platforms include but are not limited to Wix, Canva, Toggl, Instagram, Facebook, Twitter, LinkedIn, Smart Sheets, Excel, PowerPoint, Gusto.

Entrepreneurial Spirit

You are able to independently problem solve and adapt to sometimes unpredictable situations. You must enjoy jumping in whenever and wherever is needed to support our community and partners. This might look like supporting our social media strategy and content creation, responding to followers, fielding inquiries in our general email mailbox, updating our website, supporting our annual report and audit and many other activities.

Create Mutually Beneficial Relationships

Our partnerships are critical to our success. In this role, you must understand the needs of our charitable partners, corporate funders and potentially celebrity influencers to grow relationships with them, and outline strategies that align our needs with theirs.

Qualifications:

- Engages passionately and effectively with donors at all levels and is driven by the opportunity to deepen the impact and awareness of SixDegrees.Org
- experience working in a remote environment preferred
- Demonstrated ability to inspire, influence, and hold teams/people accountable to achieve a common goal;
- Successful history of building relationships; evidence of being a well-respected, trusted partner, and someone others want to work with; strong interpersonal communication skills
- Demonstrated ability to set priorities, respond to changing demands from multiple sources, prioritize and manage multiple projects, and adhere to business-critical deadlines
- Has knowledge and experience in creating evergreen programming, while reaching funding goals, particularly major gift fundraising, Capital Campaign experience a plus
- Possesses the skills to lead, manage, work with, and motivate staff, Board members, donors, and other volunteers
- Writes at a superior level for both quantitative and qualitative grants and appeals
- Communicates effectively and connected on an interpersonal level
- Has experience in events coordination a plus

- Has strong project management skills to initiate activities, events and personal outreach to inspire philanthropic and social investment with an eye for detail and careful time management
- A bachelor's degree or related experience in the field of professional writing and strategy
- At least five years of experience in professional fundraising or B2B sales. Nonprofit management, including directing and coordinating the identification, solicitation, and stewardship of funds.
- Proficient in Microsoft Office Suite

Responsibilities:

Programming

- Ideate Evergreen programming for SixDegrees.Org that will sustain the organization and lead to future expansion of team
- Working alongside the ED in the building of an enthusiastic volunteer team and internship opportunity capable of supporting programs, critical operational needs, and special projects
- Identify and communicate digestible, clear goals toward our overall mission and for individual campaigns and programs.
- Responsible for building close out reports to share impact outcomes from programming

Fundraising

- Work with the Executive Director, Board of Directors and Development Committee to establish and execute annual and longer-term fundraising goals.
- Actively research, identify, cultivate, solicit, steward, and acknowledge donations from individuals, major donors, foundations, and corporations
- Manage a donor database and oversee staff responsible for accurate and timely data entry, gift processing, and reporting
- Create and execute a strategy for a large, sustained base of annual individual donors
- Expand our workplace giving opportunities via partners like United Way, Benevity and others
- Manage the ongoing implementation and expansion of the Empowerment Council
- Develop and track proposals and reports for all foundations and corporate grants
- Together with other staff and Board members, represent Sixdegrees at community functions in order to amplify the mission and brand awareness
- Oversee the planning and implementation of special events, including the Annual Empowerment Breakfast/Gala
- Develop special events, campaigns and initiatives to engage new and prospective donors

Management, Admin & Finance

- Work with Treasury Chair to assure active engagement and participation with Board Members in development efforts of the organization
- Provide organizational information and donor data to inform strategy and agenda
- Work with Comptroller to ensure donor acknowledgments are issued and financial reporting is correct prior to monthly board meetings
- Work with the ED to build, track and forecast budget revenue and expenses
- Field inquiries from general inbox

Compensation and location:

Salary is commensurate with experience. SixDegrees.Org offers 401k and a healthcare and dental package that will be negotiated along with the role, paid time off (vacation and sick leave). This role is fully remote with some in person travel and meetings required.

Please email materials to Stacy@SixDegrees.org.