

PROJECT VERITAS DEVELOPMENT ASSOCIATE

THE VERITAS MISSION

The Project Veritas mission is to investigate and expose fraud, corruption, dishonesty, self-dealing, waste, fraud, and other misconduct in both public and private institutions such that it creates a wave of critical mass to compel total reform. In short, we are a catalyst for a more just, ethical and transparent society. A commitment to the Project Veritas mission is an absolute requirement. Please carefully review our website, published stories and interviews with our founder and CEO, James O'Keefe, to become familiar with the elements of our mission.

THE POSITION

Project Veritas is growing rapidly and are looking to expand our development program. Currently we are hiring a new Development Associate. This is an excellent opportunity to kickstart your fundraising career at one of the most dynamic organizations in the movement. We want to help you develop your skills on all levels of fundraising and prepare you for a successful career in development.

This Development Associate will report to the Vice President of Development and will also work under the direction of the Development Officer. The position would be based our Westchester, NY office and the starting salary would be market-based and very competitive. The Development Associate will:

- Cultivate and communicate with existing donors;
- Work with VP of Development to make thank-you calls to donors;
- Assist with donor thank you letters;
- Generate and mail high-priority potential donor packages for the President and the Vice President of Development, when necessary he or she will follow up with phone calls;
- Manage customized mailings for high dollar donors;
- Assist the Development Officer with the monthly giving program;
- Assist the Development Officer with the planned giving program.

REQUIRED SKILLS

The goals of this position are to:

- Ensure donors are properly thanked and cultivated;
- Schedule donor meetings for the Vice President of Development;
- Further your development knowledge and increase your skills;

- Assist the Development Officer in developing the monthly and planned giving programs.
- Assist the Development Officer in cultivating foundations.

DESIRED SKILLS

The ideal applicant will:

- Be a college graduate;
- Have a background in activism, and love our mission;
- Be able to start within 60 days;
- Be well-spoken and have good listening skills.

LOCATION AND COMPENSATION

This position is based at our office in Westchester County, NY — just outside New York City. Competitive salary and benefits. >> Contact Jen at 914 908-2318