

POSITION DESCRIPTION

BLACK ECONOMIC ALLIANCE, DEVELOPMENT ASSOCIATE



July 2024

Much of this material contained herein is gained in confidence and as such should be regarded as confidential. Accordingly, it is understood that dissemination of this material should be limited to those individuals in your organization who are directly connected with this specific search or whom a reasonable person would agree have a need to know.

About the Black Economic Alliance

The [Black Economic Alliance \(BEA\)](#) is a nonpartisan coalition of Black business leaders and aligned advocates committed to driving economic progress for the Black community through public policy, advocacy, and engagement with government, business, and philanthropic leaders. Founded by a [Board of Directors](#) and supported by an [Advisory Board](#) that includes leading executives from a range of industries including media, finance, pharmaceutical, nonprofit, and tech, BEA uses its collective power and business acumen to advance public policies and private sector practices that will expand the economic power of the Black community with a focus on improving work, wages, and wealth.

The Black Economic Alliance is composed of a flagship 501c4 social welfare organization, the 501c3 BEA Foundation, and two political action committees. All activities of the Foundation and the PAC stay completely segregated; the 501c4 engages with the Foundation and PAC.

Under its unified structure, BEA is increasingly bringing together leaders from across business, government, and philanthropy, amplifying the organization's impact, and strengthening its ability to drive meaningful change for Black economic opportunity and prosperity.

ROLE SUMMARY

Development Associate

The Black Economic Alliance (BEA) is hiring a development associate. The Development Associate will be a major contributor to BEA's success in raising and stewarding the funding that fuels its work and impact across all of its entities. The Development Associate's primary responsibility will be donor stewardship, through keeping excellent records, leading systems to ensure strong and consistent donor communication, executing the operations of donor engagement events, and writing donor reports.

BEA is seeking candidates who are exceptionally detail-oriented and organized, understand that great donor relationships require strong data and information tracking, enjoy collaborating with a team to achieve objectives, and thrive in a fast-paced environment.

Responsibilities include but are not limited to:

Stewardship and Prospecting

- Track revenue for all entities and prepare donor acknowledgment letters.
- Maintain the member and donor database, including updating records, monitoring gift entries, running reports, and tracking stewardship and cultivation activities.
- Create monthly fundraising reports for CEO and bi-monthly reports for the Board Fundraising Committee and Board Meetings.
- Maintain foundation, corporation and individual donor files.
- Maintain filing system for donor collateral.
- Conduct preliminary research on prospective corporate, foundation, and individual donors.
- Reconcile donations with the Finance Team on a quarterly basis.

Proposal and Grant-Writing

- Write proposals for new funding.
- Write reports to funders.
- Manage the grant reporting tracker to ensure reports are completed by the deadline.

Event Operations

- Maintain guest lists and coordinate event registration.
- Support the management of event work plans and task deadlines.
- Draft invitation and thank you language.
- Create lookbooks and event briefs.
- Manage the creation and printing of name tags.
- Provide day-of event support, including annual events in NYC, DC, and Martha's Vineyard.

Qualifications

- Bachelor's degree
- Minimum 3 years of relevant work experience
- Demonstrated proficiency in Microsoft Office (Word, Excel, Publisher, PowerPoint), Adobe, and Google Workspace (Docs, Sheets).

Desired Competencies

- Ability to present information concisely and effectively.
- Ability to organize and prioritize work
- Ability to work independently and a self-starter
- Excellent interpersonal skills and a team player
- A self-starter, data and deadline driven
- Ability to multi-task with solid organizational and time-management skills
- Ability to prioritize and navigate working with a variety of stakeholders.
- Strong writing skills
- Highly detail-oriented
- Able to thrive in a fast-paced, small-team environment, in a hands-on position; and
- Committed to BEA's mission.

Compensation

The salary range for this position is \$60,000 - \$70,000 depending on experience. BEA offers a comprehensive benefits package.

Benefits

Benefits include PTO, Holiday Pay, Medical, Dental, Vision, Flexible Spending Account, Group Life and AD&D Insurance, Short- and Long-Term Disability Insurance, and ability to participate in Retirement Plan.

Location

Position is hybrid with focus in New York City or Washington, D.C.

ORGANIZATION OVERVIEW

BEA Entities



The BEA Foundation 501(c)(3) produces research, convenes leaders across sectors, and catalyzes investments and programs to advance Black work, wages, and wealth.

BEA's 501(c)(4) gets policy recommendations to advance Black work, wages, and wealth into the hands of decision makers, and identifies and recommends officials for key economic leadership positions across government.

The BEA PAC supports candidates at the federal and state level who champion a Black work, wages, and wealth agenda.

Programs & Initiatives

- ▼ **The Center for Black Entrepreneurship** The BEA Foundation, Spelman College, and Morehouse College have partnered to develop the Center for Black Entrepreneurship (CBE), the first-ever academic center of its kind to produce, train, and support a new class of Black entrepreneurial talent. The CBE seeks to eliminate the access barrier between Black entrepreneurs, professional investors, and business builders by leveraging education, mentorship, access to capital, and opportunity. By building on an existing culture of strong entrepreneurship programs at both Spelman and Morehouse, the CBE will help expand the ecosystem, grow the pipeline of Black innovation, and bridge the divide between the business and tech communities and the next generation of Black entrepreneurs. [Read more >>](#)



- ▼ **The BEA Entrepreneurs Fund** There continues to be gaps in funding for Black entrepreneurs from traditional funding sources. With this in mind, BEA launched the Entrepreneurs Fund to provide \$50

million of capital to businesses founded and led by Black entrepreneurs. The launch of the Fund is anchored by Wells Fargo with a \$20 million commitment to kick-start operations and investments.

- ▼ **BEA Solutions Summit** Brings together leading decision-makers and experts to build consensus on actions needed to close the racial wealth gap and create sustainable economic prosperity. The Summit's action-oriented discussions and knowledge sharing informed BEA Foundation's soon-to-be-released Architecture for Action — a curated, data-driven framework designed to guide leading decision-makers in both the private and philanthropic sectors to assess potential economic equity interventions and investments through a lens specifically focused on long-term gains in economic outcomes for Black Americans. [Read more >>](#)



Research & Solutions

- ▼ **[Policy Agenda to Advance Black Work, Wages, and Wealth.](#)** The right policy choices can break down the barriers to Black prosperity. Leaders have the opportunity to meaningfully advance Black work, wages, and wealth — growing our entire economy by trillions of dollars in the process — by reshaping our economic policies, systems, and structures. The BEA Foundation engaged with leading policy experts and organizations, including the Urban Institute, Joint Center for Political and Economic Studies, Center on Budget and Policy Priorities, National Urban League, Brennan Center for Justice, Alliance for Entrepreneurial Equity at Third Way, and Bipartisan Policy Center, to develop a policy agenda that is as transformational as it is practical. This policy agenda focuses on five areas critical to advancing Black work, wages, and wealth: affordable housing, entrepreneurship, jobs and workforce development, tax reform, and voting rights. This agenda embodies BEA's understanding — informed by research and practice — that improving Black work, wages, and wealth requires leaders across the public, private, and social sectors to all play critical roles in reshaping the markets, systems, and institutions that define our economy. Black Economic Alliance Foundation Policy Agenda to Advance Black Work, Wages, and Wealth 5 Above all, this agenda is a blueprint for growing Black economic opportunity and prosperity — and, in turn, the entire economy.
- ▼ **[Understanding Black Americans' Perspectives on Black Work, Wages, Wealth.](#)** Over 80 percent of Black Americans believe that our economic system needs major changes or to be rebuilt completely for Black Americans to be treated fairly. It is often said that experience is the best teacher. Yet this data makes clear that the experiences and perspectives of Black Americans are too often overlooked

in our economic policies and systems. The BEA Foundation collaborated with Deloitte & Touche LLP to assess Black Americans' views on pathways to economic opportunity and success through a survey of more than 2,500 participants of all racial backgrounds, as well as online diary-style interviews with 35 Black participants. With this research, broken down into four key areas—affordable housing, entrepreneurship, jobs and the workforce, and voting rights—the BEA Foundation provides leaders from all sectors—private, philanthropic, and public alike—with first-person insights that can inform their efforts to advance Black economic prosperity and wealth-building.

- ▼ [Corporate Racial Diversity: Toolkit for Executives in the Wake of the SCOTUS Affirmative Action Decision.](#) Following the recent Supreme Court Affirmative Action decision, Corporate Diversity has faced added pressure from an organized group of conservative activists seeking to roll back racial progress across sectors. However, the business case for Corporate Racial Diversity Initiatives has never been clearer. The data demonstrates that racial inequity and discrimination inflict high costs on businesses. Additionally, racial diversity is increasingly important to unlocking business growth and remaining competitive in our rapidly changing economy. Businesses with higher levels of racial diversity experience increased market expansion, boosted profitability, and higher employee morale. The overwhelming majority of Americans understand this and agree that corporate America should reflect the racial diversity of the American population. During this moment, business leaders should take action to protect and strengthen their diversity initiatives, utilizing new guidance from leading legal experts to mitigate risk. The BEA Foundation hopes this tool helps corporate leaders achieve their business objectives.

Recent News

- ▼ [LEADERS PRAISE BEA FOUNDATION POLICY AGENDA](#)
 - ▼ [PRESIDENT BIDEN OP-ED CITES BEA FOUNDATION HARRIS POLL \(WASHINGTON POST\)](#)
 - ▼ [BEA CO-CHAIRS DISCUSS HARRIS POLL ON PUBLIC SUPPORT FOR RACIAL DIVERSITY IN CORPORATE AMERICA \(CNBC'S SQUAWK BOX\)](#)
 - ▼ [BEA CEO CONVERSATION ON CREATING ECONOMIC PROSPERITY AND CLOSING THE RACIAL WEALTH GAP \(FORBES\)](#)
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