



Fundraising Associate

Organization: Catalyst Sports

Location: Atlanta, GA

Job Type: Full-time

About Catalyst Sports

Catalyst Sports is a chapter-based, volunteer-run, mission-driven 501c3 non-profit organization. Our mission is to provide people with physical disabilities access to adventurous activities within a supportive and inclusive community. We offer rock climbing, kayaking, mountain biking, and hiking programs to challenge individuals mentally, physically, and emotionally in a fun and exciting way.

Position Summary

This is a full-time role as a fundraising associate at Catalyst Sports. The Fundraising Associate will be responsible for assisting in fundraising activities, donor communications, event planning, and administrative support.

Key Responsibilities

Reporting to the Executive Director, the Fundraising Associate will have the following responsibilities:

- Identify prospective individual and corporate donors and develop strategies to cultivate those relationships.
- Maintain ongoing communications with private and corporate donors.
- Develop print marketing collateral related to fundraising in collaboration with our team.
- Build and manage fundraising infrastructures (events, individual donor solicitation, corporate gifts, etc).
- Work with the Executive Director to develop the fiscal budget and track progress.
- Collaborate with the board of directors to create and implement a fundraising plan.
- Collaborate with the communications team to develop a digital fundraising strategy.
- Managing fundraising and special events.
- Grant Writing

Qualifications & Experience

- Bachelor's Degree
- Experience in organizational systems development, relationship building, and nonprofit leadership.
- Thorough understanding of how to develop strategies and execute fundraising initiatives in public and private settings.
- Experience collaborating on grant proposals, seeking funding from private entities, and building and overseeing effective long-term funding partnerships with corporations and foundations.
- Action-oriented, hard-working with experience making decisions in a fast-paced, interactive environment.
- Experience with self-starting and self-motivating with the ability to show results on time and in a highly ethical and professional manner.
- Proven ability to build and nurture effective, positive working relationships with staff, board members, donors and volunteers.
- Proficient with sponsorship solicitation.
- Excellent computer skills, google applications, and CRMs.
- Excellent understanding of best practices.
- Outstanding communication skills, both verbal and written.
- Ability to work independently.

Performance Expectations

- **Monthly Reporting:** The Fundraising Associate will submit a report to the Executive Director detailing **progress on deliverables, major accomplishments, and activities planned for the next month.**
 - **Major Accomplishments:** Any contributions beyond the core job description that **increase participation, improve program quality, or enhance outreach efforts.**
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Compensation & Benefits

- Salary range of 50k - 60k per year.
 - Opportunity to make a meaningful impact in the adaptive sports community.
 - Networking opportunities within the outdoor recreation and nonprofit sectors.
 - Generous vacation and retirement benefits
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