



Careers

Advance Collaborative is currently hiring an Institutional Giving Associate.

Working at Advance Collaborative (formerly Advance NYC)

Advance Collaborative is committed to supporting the well-being of our employees: we endeavor to pay them fairly, provide professional development opportunities that directly align with their goals, promote from within, and foster a supportive workplace that allows everyone to place our full trust in each other and do our best work. The employee workload is structured to be accomplished within a 40-hour work week, and while the occasional long day or week happens, we strive for it to be an exception and not the norm.

We are deeply committed both to creating a welcoming and inclusive work environment for employees of all races, ethnicities, ages, gender identities, sexual orientations, socioeconomic backgrounds, and abilities; and to ensuring that our team reflects the landscape of our clients and communities we serve.

About the position

This is an exciting opportunity for a passionate, motivated professional interested in advancing their career in nonprofit organizational growth and management.

This Associate will report to a Director, who supervises a team of three. Together with the Director, the Associate will provide institutional (foundation, government, corporate) fundraising support for 4-5 nonprofit client organizations at a time. The successful candidate will be highly detail-oriented; a strong critical thinker, writer, and communicator; able to manage multiple projects simultaneously; and able to work both collaboratively with the team and autonomously at times.

While Advance Collaborative operates in a virtual office, this position requires some in-person attendance as needed for select client meetings, internal meetings, and other

related tasks in the NYC metro area. Advance Collaborative's office hours are generally 10AM-6PM EST Monday-Friday with the very occasional evening obligation. Team

members may exercise a more flexible schedule within the 40-hour work week as client commitments and team needs allow.

The responsibilities of this position include:

Institutional Giving

- Tracking all grant and reporting deadlines and requirements for clients with tools including spreadsheets, task management platforms, and databases
- Supporting the Director in preparing and drafting grant applications/proposals, reports, and funder communications
- Conducting prospect and field research and creating materials for funder meetings
- Maintaining electronic files such as client boilerplate language, grant attachments, and historic grant documents
- Managing grant administration information for clients, including portal logins and point of contact information

General Administration

- Taking part in client calls, Zoom meetings, and the occasional in-person meeting (as necessary), handling scheduling, drafting agendas, taking notes, sending action items, and communicating with clients
- Drafting, sending, and managing communications with a variety of internal and external colleagues, stakeholders, and collaborators
- Providing administrative support, including task management for the Director and other colleagues, as relevant
- Participation in company-wide activities including internal operations, internal culture, and equity planning work
- Other duties as assigned

A successful candidate will have some combination of the below experience and skills:

- A minimum of 1-3 years of direct non-profit experience involving administrative and fundraising responsibilities (direct experience with foundation/government grant making is preferred)
- Ability to efficiently manage several projects simultaneously while prioritizing and planning work activities to meet respective deadlines; strong organizational and time-management skills are key
- Ability to communicate clearly, concisely, and professionally—both verbally and in

writing—as well as strong interpersonal skills

- Experience synthesizing big ideas into clear, concise writing, and composing compelling formal fundraising communications (funder and donor correspondence, narrative drafts, acknowledgments, etc.); capacity for long-form writing is strongly preferred
- Natural inclination to be proactive in task management and problem-solving. The Associate will take ownership of projects and move them forward, while also exercising the flexibility necessary to collaborate effectively with team members and clients
- Comfortable with adopting and navigating new softwares such as Excel/Google Sheets, PowerPoint/Google Slides, Canva, Photoshop, or project management software such as Asana
- Prior experience working in CRM databases such as Raiser's Edge, Salesforce, Patron Manager, and Ovationtix
- Strong critical thinking skills, a growth mindset, and a habit of curiosity

Essential for performing this position:

- Proficiency in Google Suite and Microsoft Office
- Ability to work remotely, which includes access to a phone, computer, and reliable internet
- Ability to travel to required in-person staff meetings in the NYC metro area, and client meetings on occasion

Compensation

Commensurate with experience, the starting salary for this full-time (40-hour) position begins at \$62K and caps at \$66K. Throughout the interview process, we will focus on learning the depth and breadth of each candidate's background and experience and will use that information to determine the best offer while considering internal pay equity. To ensure parity across employees at the same level, Advance uses a banded salary-system, which is reviewed annually and adjusted with cost-of-living as required. In 2026, the salary band for Associates is \$62K-\$72K. Once hired, employees can expect to receive annual cost-of-living salary increases and are eligible for performance-based salary increases as well.

Advance Collaborative also provides generous contributions toward health and dental insurance, paid vacation time and sick time, 13 paid holidays + EOY paid week off, summer Fridays (ending the work day at 2pm, as client needs allow), a 401k program with employer contribution, eligibility for flexible and remote work, a stipend for home office equipment, FSA eligibility, and competitive parental and family leave.

To Apply

Please email your resume and a 1-page cover letter telling us more about yourself and why you are interested in the position to jobs@advance-collaborative.com. We will accept applications until February 23rd, conduct interviews through early March, and ideally hire for a mid-April start date.

Contact Us

Find out how Advance Collaborative can partner with you and your organization. Write us a message below to tell us a little about yourself and your organizational needs.

Sign Up for
Updates

Sign Up

Organization*

Email*

Message*

Submit

Follow Us

Careers

hello@advance-
collaborative.com

© 2026 Advance
Collaborative