

GIVINGTUESDAY

GivingTuesday is a global generosity movement, unleashing the power of people and organizations to transform their communities. It is also the name of the nucleus organization that supports a global community of movement leaders in 100+ countries; cause and community campaigns; and many millions of people all over the world committed to inspiring and manifesting generosity in the world.

We are seeking a resourceful and detail-oriented Business Development Associate Consultant to support our business development and global programmatic teams as they grow and diversify their funding base across foundations, corporates, and government sources. The person in this role will manage development operations, conduct fundraising intelligence, support proposal development, and coordinate donor engagement to strengthen GivingTuesday's fundraising practices globally.

Please note this is a remote, international consultant position with a US-based nonprofit organization.

The core deliverables of the Business Development Associate Consultant are:

Development Operations, Data, & Analytics

- Clean, organize and analyze fundraising data to support visibility into pipeline performance, conversion rates, and funding gaps using Google Sheets, PowerBI, and other internal tracking tools
- Generate monthly and ad hoc reports on pipeline status, pledges, and funds received, translating data into clear summaries and insights to support team decision-making and learning
- Research and assist the integration of AI tools in development operations and general business development workflows
- Populate partnership outreach, funding asks, and proposal progress in the internal fundraising tracker, collecting relevant information and tracking deadlines, contacts, and next steps across teams sourcing this information from calls for proposals, team meeting notes and business development communication channels
- Monitor submission deadlines and reporting requirements and flag upcoming actions
- Organize and archive all grants-related correspondence, applications, and reports; maintain the concept note and proposal filing system
- Coordinate participation of hubs, global teams, and external partners by scheduling, contributing to agenda design and dissemination and meeting documentation

Fundraising Intelligence & Stewardship Support

- Conduct donor/partner prospect research and prepare funder profiles aligned with global and hub strategies and emerging program concepts
- Scope grants opportunities across foundations, corporates, and government sources that align with global and hub fundraising priorities
- Prepare donor briefing notes for meetings
- Document donor meetings and track action points; draft outreach and follow-up emails
- Coordinate donor updates and reporting with relevant teams

Proposal, Budget, & Workplan Development

- Lead development of initial drafts of budgets and workplans, coordinating inputs from relevant team members and ensuring official templates are utilized and required information is compiled for review by the Grants Manager, Hub Directors, and CFO
- Draft structured concept outlines and working documents from meeting notes, brainstorm sessions, and early-stage ideas to support proposal development
- Format and copyedit proposals, decks, and supporting materials for submission

Qualifications

- Bachelor's degree with a minimum of 3 years of nonprofit fundraising or related experience
- Minimum 2 years of experience administering a database or CRM
- Experience communicating with diverse stakeholders in a variety of formats (written, email, in-person); demonstrated ability to steward respectful relationships with donors of varied backgrounds
- Experience conducting prospect or grants research, including scoping funding opportunities across foundations, corporates, and/or government sources
- Strong writing and editing skills, with experience drafting proposals, concept notes, briefing documents, or donor-facing communications
- Advanced proficiency in Google Workspace, particularly Google Sheets, with strong ability to clean, format, and analyze data; familiarity with Power BI a plus
- Comfort using digital and AI tools to support documentation, development operations, and workflow efficiency
- Strong organizational skills with attention to detail and ability to manage multiple priorities
- Collaborative team player with curiosity and willingness to learn about programmatic work

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Please note that this is a consultant role and that the contract will be with GivingTuesday, a US 501(c)(3) organization. The role requires availability during hours that overlap with the East Africa Time (EAT) time zone to ensure effective collaboration with your main point of contact in Uganda. We are open to candidates located anywhere in the world who can accommodate this requirement.

To apply, please submit your CV along with a cover letter that highlights your most relevant experience to careers@givingtuesday.org by May 8, 2026.

We want to hear from you in your own words. Submissions that reflect your personal perspective will stand out more than those written by AI tools.