



**Ownership
Works**

Associate, Advancement

New York, NY

To Apply

Please visit the [Application Portal here](#). Candidates are encouraged to apply as soon as possible. Due to volume, only those candidates considered for an interview will be contacted.

About Ownership Works

Founded in 2021, Ownership Works (O.W.) is a fast-growing nonprofit organization with a mission to increase prosperity through shared ownership at work. O.W. helps companies and investors implement shared ownership programs that make every employee an owner and honor the collective effort behind a company's success. At scale, employee ownership can help millions of lower-income workers and people of color build savings and wealth, often for the first time, at businesses that are more dynamic, resilient, and successful.

O.W. has set an ambitious goal of creating at least \$20B of wealth for workers by 2030 and, over the long term, making broad-based employee ownership the new norm at work. To achieve these goals, O.W. has two areas of focus:

Movement Building. Through partnerships, network-building, education, data, and storytelling, O.W. is building a movement to increase the adoption of shared ownership by private and public companies. Over 80 private equity firms, financial institutions, foundations, labor advocates, and pension funds have joined the O.W. consortium as Founding Partners and made unprecedented commitments to advance the shared ownership movement.

Hands-on Guidance. In collaboration with its Founding Partners, O.W. helps public and private companies implement broad-based employee ownership programs that improve corporate cultures, increase employee engagement and satisfaction, and create an alignment of interests between employees and employers, all of which can support better outcomes for companies and workers. Since O.W.'s founding, over 113 companies have implemented shared ownership programs, reaching over 163,000 workers.

In 2024, Ownership Works was certified as a [Great Place to Work](#).

For more about O.W.'s programs and impact, visit <https://ownershipworks.org>.

About the Advancement Team

The Advancement team at Ownership Works manages all philanthropic relationships with the nonprofits' individual, corporate, and foundation supporters. This includes everyone from private equity firm leaders, Board members, and company CEOs to institutions like professional services firms, bank foundations, and private foundations committed to creating a more just economy. In just three years of operations, the Advancement team has helped secure more than \$53mm in phase 1 funding. These funds have allowed the nonprofit and our leadership to focus on developing and refining our core programs to reach more companies and workers with shared ownership.

At present, the Advancement team has three employees and is built on a strong foundation of operational processes and fundraising best practices. These include frequent reprioritizations to respond to extraordinary opportunities, maintaining a highly responsive, precise, and personal communication style with all our donors as part of their ongoing cultivation and stewardship, and ensuring 100% accuracy of all donor pledge records, funder deliverables and prospect details in our Salesforce NPSP instance. We have developed and refined our Salesforce system from scratch and use it daily as part of our best practices.

Looking towards the future, O.W. is shifting towards phase 2 of its fundraising, focused on scaling our mission across the corporate sector within and beyond private equity. To do this, we need to galvanize and secure a new sum of philanthropic support larger than our launch phase, and from across our unprecedented network of current and prospective supporters, with a new focus on HWNIs and foundations.

About the Position

Ownership Works is seeking a smart, highly organized, accountable, and collaborative team player to join the Advancement team. The successful candidate for this entry-level fundraising generalist role will be hungry to learn about all aspects of nonprofit fundraising, constantly focused on getting the details 100% right, eager to build the capacity to write and talk about Ownership Works, and have a strong desire to take on a range of projects big and small. This position will gain exposure to public and private business leaders at the highest echelons of finance and corporate America, as well as cutting-edge philanthropic leaders focused on supporting bold economic opportunity initiatives. This is a great entry-level position for someone interested in a career in economic justice and mission-driven work.

Key responsibilities:

- Prospecting: Surface, research, and prioritize prospective funders across all donor types (corporate, individual, foundations, etc.).

- Database support: Consistently update donor and partner records in Salesforce, including contacts, key email communications, relationship history, new prospects, and team tasks. Support the Salesforce Administrator in maintaining accurate and up-to-date records across all fundraising activities and building reports and dashboards for the Advancement team.
- Gift processing: Ensure timely and 100% accurate gift processing, tracking, acknowledgment, and documentation in O.W. systems.
- Donor engagement: Work with the Advancement team to drive fundraising activity through donor meeting preparation, writing correspondence, and administrative aspects of donor strategy.
- Financial operations: Collaborate with the Finance and Operations team on fundraising efforts, including but not limited to donation follow-up, gift receipt, acknowledgments, audit-related reconciliation, and end-of-year financial reporting.
- Event support: Coordinate with the O.W. Advancement and Movement Building teams to develop, plan, and participate in donor engagement opportunities, including small group gatherings, summits, salons, and fundraising events.
- Content & proposal development: Support the drafting of funding proposals and reports, PowerPoint slide decks, and ad hoc narratives demonstrating our impact while working with the team to drive successful and prompt submissions.
- Strategy: Participate in developing, executing, and evaluating long-term goals and strategies for the Advancement team. Provide thoughtful insights and high-level strategic input in all areas of fundraising and prospect management.
- Other: Other duties as assigned.

Minimum Qualifications

- B.A./B.S. required.
- 1-2 years of experience with professional writing.
- 1-2 years of experience in project management.

Preferred Qualifications

- Highly responsive, accountable, and collaborative team member.
- Superior organizational skills; an ability to maintain constant attention to detail; strong instinct to proactively document and track everything.
- Exceptional project management skills that enable the execution of complex, multi-stakeholder projects over short-, medium- and long-term timelines.
- Empathetic and compassionate, with an understanding that positive relationships (both internal and external) are essential components of successful fundraising.
- Interest in becoming an outstanding writer who can persuasively and succinctly make the case for shared ownership.
- Interest in joining a fast-paced, high-achieving organization on the cutting edge of doing good.

- Basic experience in Salesforce or a willingness to learn.
- Strong experience building client-facing PowerPoint decks or a willingness to learn.
- Passion for social justice and the mission of Ownership Works; interest in becoming a subject matter expert in employee ownership.

At Ownership Works, we are dedicated to building a diverse and inclusive workplace. If you're excited about this position but your experience doesn't precisely align with every qualification, we still encourage you to apply.

Equal Opportunity Employer

Ownership Works is an Equal Opportunity Employer. Women, people of color, people with disabilities, LGBTQIA persons, and veterans are encouraged to apply.

Compensation

Compensation for this role is determined by several factors, including work location, individual skills, relevant experience, and business needs. For candidates based in New York City, the estimated salary range is \$70,000 - \$90,000. Additionally, this role is eligible for a year-end bonus, contingent on individual performance, economic conditions, and board approval.

Benefits

We offer a comprehensive benefits package aligned with the professional services sector, which includes excellent health, vision, and dental coverage for you and your family, unlimited paid time off, a 401(k) plan with generous employer contributions, and 18 weeks of fully paid parental leave.

Location

O.W. is building a New York City-based team. The team works from our brand-new Midtown Manhattan office space two days per week.