



Development Associate

at Fireside Project

Remote, United States only | Part time, 20 hours per week

Do you believe fundraising is relationship work, not transaction work? Do you want to grow as a fundraiser inside a mission people genuinely love giving to? Come build with us.

ABOUT FIRESIDE PROJECT

Our Mission: Help people minimize the risks of their psychedelic experiences by providing compassionate, accessible, and culturally responsive support, educating the public, and furthering psychedelic research.

What We Do: Fireside Project builds support, training, and research infrastructure for safer psychedelic experiences. We operate the Psychedelic Support Line, the world's first peer support line for psychedelic experiences; a coaching program that provides preparation and integration support; Lucy, our AI platform for training and assessing psychedelic practitioners; and a world-class research program advancing the evidence base for psychedelic support.

Our Impact: Our work spans direct service, practitioner development, technology, and research. We have supported more than 40,000 people through the Psychedelic Support Line and trained hundreds of aspiring psychedelic practitioners. Our coaching program provides individualized preparation and integration support. Through Lucy, we are helping build the training and assessment infrastructure for the field of psychedelic care. And our research program has produced peer-reviewed work on psychedelic harm reduction and our anonymized calls database, with research partnerships at institutions including Mount Sinai, Harvard Medical School, UCSF, and MGH. If you believe this field should grow safely, equitably, and with genuine care at its center, this is where that work happens.

SUMMARY

The Development Associate owns the relationships at the heart of Fireside's grassroots fundraising: our monthly donors and our supporters giving up to \$25,000. You will cultivate and steward these donors, work to grow their giving over time, run our online fundraising campaigns from concept to send, and help conduct the research that helps us understand who our supporters are and who they could become.



You will report directly to the Founder and Executive Director, who leads our major gifts work, and collaborate with our philanthropic advisor. This is a role for a hungry, rising fundraiser who wants real ownership early: you won't be stuffing envelopes for someone else's campaign, you'll be running your own.

We are a small, fast-moving organization that builds much of its own software and uses AI throughout our daily work, including a custom-built CRM. You should arrive comfortable working with AI tools and eager to get better at it.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Donor Cultivation and Stewardship

- Own the portfolio of individual donors giving \$25,000 and under: build genuine relationships, ensure timely and heartfelt acknowledgment, and create regular touchpoints that connect donors to the impact of their giving.
- Manage and grow our monthly donor community, with a focus on retention, upgrades, and making monthly donors feel like the insiders they are.
- Cultivate past donors toward increased giving; a supporter who gave \$10,000 last year should hear from you with a vision worth \$15,000 this year.
- Flag donors whose capacity or interest suggests major-gift potential, keeping the Executive Director looped in while you continue to steward the relationship.

Fundraising Campaigns

- Own our online fundraising campaigns end to end, including year-end giving and GivingTuesday: concept, messaging, email copy, landing pages, execution, and post-campaign analysis.
- Develop campaign ideas that reflect Fireside's voice: warm, direct, and unpretentious.

Donor Research

- Conduct research on current and prospective individual donors: giving history, philanthropic interests, and capacity.
- Turn research into action: briefings, cultivation ideas, and prioritized outreach lists.

Systems and Tools

- Work daily inside Fireside's custom-built CRM to track relationships, log touchpoints, and manage your portfolio.



- Use AI tools throughout your work, from donor research to drafting, and help us keep improving how we use them.

QUALIFICATIONS

- Two to four years of experience in nonprofit development, fundraising, or a closely related field, with hands-on exposure to individual giving.
- Strong writing ability and the willingness to learn and write in Fireside's voice. Much of this job is written relationship-building, and you will draft donor-facing copy yourself.
- Real experience working with LLMs and AI tools in a variety of ways, including as part of your writing process. You don't need to be technical; you need to be fluent and curious.
- Genuine warmth and follow-through. Donors remember how you made them feel, and they notice when you do what you said you would.
- Organized and self-directed; you can run a portfolio and a campaign calendar without someone checking your work daily.
- Excellent written and verbal communication skills.
- Ability to work independently in a remote environment.
- Deep alignment with Fireside Project's mission and values.

TIME COMMITMENT AND LOCATION

- 20 hours per week, with scheduling flexibility; some concentration of hours expected during campaign seasons (November and December).
- This role is remote-friendly anywhere in the United States.

COMPENSATION

- \$40 per hour
- This is a part-time employee (W-2) position.
- 13 paid holidays, prorated.

COMMITTED TO DIVERSITY, EQUITY, AND INCLUSION

Fireside Project is an Equal Opportunity Employer and is committed to fair hiring practices. All hiring decisions at Fireside Project are based on business requirements, job needs, and individual qualifications. Each candidate is considered without regard to race, color, religion, gender, sexuality, national origin, age, disability, genetics, or any other protected status.

Fireside's vision is a Beloved Psychedelic Community where people of all identities are represented and welcomed, and they have the skills to keep each other safe and support each



other as they navigate their psychedelic experiences. We want callers from historically marginalized communities to feel a sense of belonging and safety in the psychedelic field. Every role at Fireside will help shepherd us toward reaching this goal.