ROSE FOUNDATION for COMMUNITIES and the ENVIRONMENT
25 YEARS

WWW.ROSEFDN.ORG

201 4TH STREET, SUITE 102, OAKLAND, CA 94607-43196
ROSE@ROSEFDN.ORG

OFFICE: 510.658.0702
FAX: 510.658.0732

Job Opening: Data and Grants Associate

About the Rose Foundation for Communities and the Environment

For 25 years, the Rose Foundation has supported grassroots initiatives that inspire community action to protect the environment, community health, and people's rights. Our community-based grantmaking approach has earned national recognition for building grassroots power for conservation and social justice causes, and our New Voices Are Rising youth leadership program trains Oakland high school students to step forward as the next generation of environmental justice leaders.

Position Summary

The Data and Grants Associate plays a leading role in managing the data and logistics that support the Rose Foundation's fundraising, communications, and grantmaking. Primary responsibilities revolve around data management related to both fundraising and grantmaking administration, and supporting other crucial logistical components that underlay successful fundraising, communications, and grants administration. They are primarily housed in the Grants Department, but are also a key member of the Development Team.

The Ideal Candidate

The ideal candidate has a strong commitment to conservation and social justice, and wants a career in nonprofit program administration, fundraising or philanthropy. They have already worked in the nonprofit field for at least two years, have a good feel for data management, analysis and impact evaluation, and want to play a crucial role in managing the back-office logistics of supporting grassroots activism.

Duties and Responsibilities

Data Management:
- Maintain donor database, including data entry and donor tracking.
  - Send timely gift acknowledgement letters and emailed auto receipts.
  - Assist with an in-process transition to a new CRM.
  - Ensure regular transfers of email addresses and other donor data to other applications, such as our email marketing platform.
  - Regularly extract and process donor/donation information from third party platforms such as Network for Good and workplace giving applications.
- Maintain hard copy and electronic files related to appeals, events, and individual donors.
- Maintain data related to foundation and legal settlement funding

- Acknowledge incoming funds.
- Help maintain database and hard copy records of funds received and related requirements, restrictions, and deliverables due; signed grant agreements/contracts, proposals, and reports; and end-use of all funds.
- Maintain data related to grant applications submitted to Rose and grants awarded.
  - Match grants awarded by Rose to specific enabling funding sources.
  - Track grantee progress and reports due from grantees.
  - Track payments due from Rose to grantees.

Grants Administration:
- Support communications with grantees and prospective applicants.
  - Maintain applicant and grantee communications lists, and the grants funds section of Rose's website.
  - Provide technical support to applicants and grantees by phone and via email at all stages of the grantmaking cycle.
- Help Program Officers process incoming applications to determine eligibility and completeness.
  - Maintain applicant and grantee files (physical and electronic).
- Produce and mail/email grant contracts as directed by Program Officers.
  - Track execution of grant contracts and maintain grant contract records.
  - Prepare payment requests for Finance Team.
- Ensure that overall grants program calendar remains current and accurate.
- Support the logistics of funding board meetings, training events, and site visits.

Support Donor Stewardship and Fundraising:
- Assist the Development Team in managing logistics of donor appeals.
  - Create mailing lists for strategic donor outreach and stewardship.
  - Coordinate both in-house and mail-house mailings. Merge and produce in-house letters/labels/envelopes.
- Provide data and analysis to support impact stories and reports.

Support Event and Meeting Logistics:
- Help development and program staff coordinate site visits and other meetings with funders and grantees.
- Assist the Development Team with coordination and logistics for Rose's annual Film Fest:
  - Assist with back-end systems relating to the event.
  - Assist with film selection, licensing, and procurement logistics.
  - Assist with research and solicitation of in-kind donations and sponsors, and manage logistics of secured in-kind donors and sponsors.
  - Manage registration/sales lists and purchase types.
  - Provide lead-up and day-of event support, and help coordinate volunteers.

Additional Responsibilities:
- Participate in grants and development team meetings, and all-staff meetings.
- Be ready and willing to 'jump in' when and where needed to support important organizational activities.

Required Qualifications
- At least an AA (BA preferred).
- At least two years working in an office administrative role (direct nonprofit experience preferred), with specific experience related to the following:
  - Managing donor CRM, and using analytical tools to target donor outreach and communications.
  - Managing logistics of fundraising campaigns including direct mail, e-blasts, and social media.
  - Project management, including contract administration, managing electronic and paper files, and communications lists.
  - Supporting event and meeting logistics.
  - Constituent or customer relations.
  - General office and administrative support.
- Proficiency in Microsoft Office Suite, CRM, mass communications platforms, and Wordpress, and willingness to learn a variety of new applications.
- Strong attention to detail, and ability to work under multiple priorities and deadlines with a collaborative problem-solving approach and the flexibility to thrive in a small office dynamic.
  - Able to communicate clearly verbally and in writing, ask questions, desire to learn new skills and take advantage of professional development opportunities.
- Strong commitment to environmental conservation and social justice.
- Fluency in Spanish or other languages which are commonly spoken in California preferred.
- Must be able to sit at a standard desk for periods of 4 hours or more, and lift up to 25 pounds. (Standing desk and other ergonomic options may be available.)
- Must be willing to occasionally work some evenings and weekends, including the Rose Foundation's annual Film Fest (taking place on September 26th in year 2019).

Salary, Hours, and Benefits
Full-time, non-exempt, at-will position, starting annual salary in the range of $42,000 - $47,000 depending on experience and qualifications. Benefits include fully paid platinum-rated health insurance (medical/dental/vision); sick leave which exceeds California standards; generous vacation and paid holidays; FSA and matched 401k; plus sabbatical and professional development opportunities. General hours are 9am-5pm, Monday through Friday, but occasional evening or weekend hours may be required.

How to Apply
- Please send a letter that specifically discusses why you want this job and how your education and past experience make you an excellent fit for this position, and your resume to: aheying@rosefdn.org. Please also include how you learned about this position, and write "Data & Grants Associate" in the subject line of your email. Applicants will be acknowledged via email. No phone calls or mailed applications, please.

- **Applications must be received by June 5, 2019.** We intend to fill the position as soon as possible, and so we encourage you to submit your application package as early as possible.

The Rose Foundation is an equal opportunity employer that embraces diversity. Our office is in a commuter-friendly location five blocks from Lake Merritt BART; located near Jack London Amtrak, AC Transit including the 72R, 12, and Broadway Free Shuttle, and Oakland's network of bike lanes.