

## **Development Assistant Job Announcement**

*October 2020*

### **About the Rose Foundation for Communities and the Environment**

For over 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. 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 Development Assistant plays a vital role in supporting the Rose Foundation's development operations, which span across all departments. Primary responsibilities include gift and grant processing and acknowledgement, and information and database management. The Development Assistant is a key member of the development team, supervised by the Development Director and working closely with our programs and operations staff to support positive donor and funder relationships and data integrity. This position is a great opportunity for someone who is eager to learn the ins and outs of the nonprofit development field and is ready to grow their nonprofit career.

### **Our Ideal Candidate**

Our ideal candidate cares deeply about environmental conservation, social justice, and consumer protection. They are eager to learn about the nonprofit development field and to grow their skillset. They are comfortable managing back-office administration, which is crucial to the success of the development department and organization. They are detail-oriented, highly organized, and possess capable interpersonal, communication, and computer skills. They possess a strong foundation in writing and editing including a keen eye for tone and audience. They are comfortable working with data and learning a variety of software applications. They enjoy playing a crucial supporting role in a small, highly collaborative team, but are also comfortable working independently and taking ownership of their projects.

### **Duties and Responsibilities**

#### **Constituent Data Management (40%)**

- Maintain our Salesforce donor and contact database, including entering donations, grants, pledges, and prospects, and entering and updating contacts to ensure the accuracy of our database.
- Regularly collect and process donor and donation information from third party platforms such as Network for Good and workplace giving applications.
- Maintain campaigns, reports, and mailing lists within the database. Produce campaign, donor/donation/grant, and other reports as needed and requested.

- Maintain hard copy and electronic files related to events, grants received, individual donors and donations, and fiscally sponsored projects.

### **Gift Acknowledgement (20%)**

- Produce, send, and track timely and accurate acknowledgement letters and emailed receipts for grant payments and individual donations. Tailor letters as appropriate for specific gifts and donors, and review work for grammatical accuracy and tone.
- Process, send, and track thank you letters for incoming funds from restitutions, and to donor advised funds and fiscally sponsored projects.

### **Event Support (20%)**

- Assist with email and mail outreach for in-kind donation asks.
- Manage Film Fest Sponsor and in-kind donation intake process, including inputting data, receiving assets, and tracking benefits.
- Pull information from the database as needed for reports, mailing lists, and nametags.
- Assist with administrative and logistical tasks as needed (e.g. making nametags, guest check-in lists, etc.).

### **Fundraising Support (20%)**

- Conduct regular funder prospect research, and evaluate funding opportunities for fit with Rose programs.
- Support the drafting of grant proposals in collaboration with other staff, and help ensure timely and complete submission of proposals.
- Help coordinate in-house and mail-house appeal mailings, including producing letters and envelope labels, organizing mailing parties, and helping to stuff and send letters.

### **Qualifications**

- At least one year of administrative experience in an office setting (nonprofit preferred), or comparable experience in unpaid or volunteer work.
- Highly organized, strong attention to detail, and ability to work under multiple priorities and deadlines with a sense of humor and a collaborative problem-solving approach.
- Comfortable using Microsoft Office Applications (especially Excel and Word) and learning a variety of new software applications.
- Strong English-language writing and editing skills. Keen eye towards grammar and formatting.
- Customer service mindset: responsive, patient, and engaging with colleagues, constituents.
- Commitment to environmental conservation, environmental justice, social equity, and building a strong grassroots activist base.

- Willing to occasionally work some evenings and weekends; able to sit at a standard desk for periods of 2 hours or more, and lift up to 25 pounds.

## **Additional Preferred Qualifications**

- Specific experience working within and maintaining a database, preferably Salesforce.
- Experience in nonprofit gift and/or grant acknowledgement.
- Experience in fundraising, particularly from individuals and foundations.

## **Salary, Hours, and Benefits**

The Development Assistant is a full-time, non-exempt, at-will position. Starting pay is in the range of \$43,680-\$47,840 annual salary (\$21 to \$23 per hour) depending on experience and qualifications. Benefits include fully paid health insurance (medical/dental/vision) for employee and dependents; sick leave which exceeds California standards; generous vacation and paid holidays; Flexible Spending Accounts; and 401k with employer contribution and match; plus, sabbatical and professional development opportunities. General hours are 9:30am-5:30pm, Monday through Friday, but occasional evening or weekend hours may be required.

## **Workplace Considerations**

During the ongoing COVID-19 pandemic and shelter-in-place, all Rose staff are working remotely. We will return to the office once it is safe to do so. The Development Assistant will also need to work remotely until all staff return to our Oakland office. The Rose Foundation will work with the hired candidate to ensure proper equipment setup and connectivity.

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.

## **How to Apply**

Send your resume, cover letter, and at least one writing sample to [rfarahbakhsh@rosefdn.org](mailto:rfarahbakhsh@rosefdn.org). Please write "Development Assistant—[Your Name]" in the subject line. Please also include how you learned about this position within your cover letter, and why you are interested in this specific job. Writing sample(s) should demonstrate formal writing skills, for example: business letter, academic paper, Op/Ed, or blog post. Applications will be reviewed as received. We are looking to fill this position as soon as possible – please apply early!

The Rose Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.