

Development Associate

Department: Development

Reports to: Vice President of Development

Hours and Location: 40 hours/week. Initially working remotely due to COVID-19, but when the office reopens, this position will be based in our Downtown Oakland office.

Starting Salary Range: \$53,000-\$63,000

Ideal Start Date: November/December 2020

About East Bay Community Foundation

Founded in 1928 and supported by over 400 local donors, the East Bay Community Foundation partners with fundholders, social movements, and the community to eliminate structural barriers, advance racial equity, and transform political, social, and economic outcomes for all who call the East Bay home. The Foundation is committed to advancing a Just East Bay, where all members of our community are treated fairly; resulting in equitable opportunity and outcomes for all.

Today, EBCF manages over \$800 million in community-based assets and offers charitable tools, funds, and investment options to enable donors to give smartly. For more information, visit ebcf.org

About the Position

The **Development Associate** will support the Vice President of Development and the department team's focus on fundraising and implementing the Foundation's *Just East Bay* mission and strategies. Development activities include cultivating and stewarding donors and fund holders, and working closely with other departments to provide top notch donor services. The Development team's ambitious goal is to raise \$25M in FY 2021. The Development team works in a flexible, team-oriented manner. We place a high value on team-building toward an ever-greater sense of mutual trust among team members in the organization. The Development Associate will be an integral member of the team and will participate fully in all team meetings, retreats and planning sessions.

This position provides administrative, logistical, and data management support. We are looking for a stellar multi-tasker with excellent communication skills and a strong collaborator. Candidates should be able to assist senior development officers by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, as well as spearheading research and data-analysis projects. This role will be mentored by and exposed to senior fundraising professionals and is an ideal position for someone relatively new to development and fundraising with a desire to grow professionally in this area.

Core Responsibilities

Administrative and Logistical Support

- Provide administrative support to the VP and the Development team including providing assistance with calendar/scheduling for the Vice President, department meetings, inter-departmental meetings (as needed), and key client meetings
 - Taking and filing meeting minutes for key client and board committee meetings
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- Under the supervision of the VP of Development and her team, supporting clients with administrative legal filings
- Supporting administrative needs for select Supporting Organizations and Giving Circles
- Provide logistical support for external and internal meetings (e.g. reserving rooms, ordering food, set up and clean up), in coordination with our Operations and Donor Services and Administrative Support teams
- Handle office tasks, such as filing, setting up for meetings, copying, and reordering supplies
- Greeting visitors to the 3rd Floor of EBCF's offices

Fundraising Support

- Research and drafting around prospective donors, and new development strategies
- Supporting the Development team with research and drafting of materials for prospective and existing clients/donors (presentations, memos, etc.)
- Assisting with client stewardship (answering calls, responding to emails, and other inquiries)

Data Management Support

- Supporting the Development team with maintaining data, including the use of the CRM, data input, and running reports for analysis, strategic planning, and Board Fund Development Committee meetings

Required Skills and Competencies

- At least 4 years of prior administrative experience, preferably in a philanthropic, nonprofit, or community-based organization, or a desire to grow in these fields
- Excellent written and verbal communication skills and attention to detail
- Excellent computer skills, especially typing, accuracy in grammar and spelling
- Strong data analysis skills, experience with utilizing a CRM or other fundraising/accounting tools
- Experience of/knowledge of Microsoft Office products (specifically advanced pivot features in Excel), and other software such as FIMS, Granthub, Sales Force/Raisers Edge, and Wealth engine
- Desire to be proactive and create a positive experience for others
- Strong relationship building skills with diverse stakeholders
- Strong project management; a strong track record of creating work plans, setting goals, balancing multiple tasks and projects, and meeting deadlines
- Comfortable and adept at using a range of technology tools to enhance productivity and communication
- Solid teamwork and collaboration skills

The Ideal Candidate will have the following qualifications:

- A desire to grow professionally within the development/foundation world
 - Strategic thinking skills and the ability to think big picture, while also appreciating the importance of how the day-to-day administrative support contributes to EBCF's mission
 - Knowledge of and relationships in the East Bay, particularly around philanthropy and its social justice landscape
 - Superior MS Office Suite skills, as advanced work requires a high level and ability to create and finish planning and presentation documents in a timely manner
 - An openness, fluency, and comfort in talking about oppressions such as racism, sexism, and classism, and an understanding of how their own experiences and background relate
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- Knowledge of community foundations, private foundations, and nonprofit agencies
- Excited to build a stronger organization that operationalizes its new mission, vision, and values, internally and externally

Valued Qualities and Attributes

- Passion for the mission of EBCF to advance A Just East Bay
- A personal commitment to social justice, equity and inclusion, and a passion for community service
- Integrity, good judgment, discretion, and a commitment to professional excellence
- Curiosity, creativity, and willingness to learn
- Positive attitude, a growth mindset, and a sense of humor
- A high degree of initiative, flexibility, and the ability to thrive in a fast-paced environment in an organization undergoing substantial change at all levels

Compensation

The starting salary range for this position is **\$53,000 - \$63,000** and offers excellent benefits.

How to Apply

To apply, please email a cover letter and resume to jobs@eastbaycf.org as **one combined PDF or Microsoft Word file** by **October 26th**. Please use the subject line: **EBCF Development Associate**.

The East Bay Community Foundation does not discriminate in employment opportunities or practices on the basis of race, ethnicity, religion, national origin, age, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will company. EBCF is an equal-opportunity employer. People of diverse backgrounds are strongly encouraged to apply.
