



**EAST BAY ALLIANCE FOR A SUSTAINABLE ECONOMY**  
Building Power With Community, Workers & People of Faith

**JOB ANNOUNCEMENT:**  
**Development Associate**

*Seeking movement-oriented fundraiser and database professional*

The **East Bay Alliance for a Sustainable Economy (EBASE)** has a 16 year track record of advancing economic, racial, and social justice by building a just economy in the East Bay based on good jobs and healthy communities. We address the root causes of economic injustice by developing strategic alliances among community, faith, and labor to build power and create change with low-income workers and communities of color.

**POSITION SUMMARY**

EBASE is seeking an upbeat, tech-savvy and conscientious individual to fill the Development Associate position to provide a high level of database management and project coordination support for our Development team. This position has a primary role in the administration and maintenance of the organization's contact and donor database and a secondary role in the development and production of fundraising requests and reports. The Associate reports directly to the Development Director and works closely with the Development Director and Executive Director. This position will play a key role in collaborating with all staff to support the organization's donor and contact engagement and to cultivate an organizational fundraising culture.

Database Management and Coordination (40%)

- Maintain and update the organizational contact and donor database and e-blast system. Complete regular data entry of new contacts through website, events, and outreach.
- Implement organizational database projects, including data cleanup and migration.
- Work with the Operations Manager to enter timely and accurate donation data into the database.
- Verify and maintain records of information with source documents prior to entry. Work with staff to complete and update records.
- Coordinate and support staff training on using the database and participating in data entry.
- Maintain clear, straightforward workplan with benchmarks to help communicate work progress.

Proposal Development and Grants Management (20%)

- Complete preliminary prospective donors research as requested to support planning and proposal development.
- Assist Development Director and Executive Director with research, drafting letters, funding applications and reports.
- Assemble materials for events and donor development/fundraising meetings. Maintain Development department's electronic files of typically requested attachments for funding applications.
- Support maintenance and updating of the Development plan and calendar.
- Participate in Development team meetings to support planning and implementation.

Individual Donor, Communication, and Special Events (30%)

- Coordinate scheduling, production and mailing of fundraising appeals. Maintain and produce mailing lists. Maintain up to date segmented mailing and email lists.
- Support successful engagement strategy for individual donors and volunteers including managing a strategy for to maintain and upgrade their engagement.
- Coordinate and support staff and board participation in donor and prospect phone-banking and campaigns.

- Assist fundraising event and meeting planning and production, as assigned.

Organizational Development and Personal Administration (10%)

- Participate in weekly staff meetings, internal trainings, mandatory all staff meetings, and strategic and annual planning, implementation and evaluation.
- Support “all hands on deck” requests, including mobilization support, phone-banking, and other activities.
- Maintain personal organization systems.
- Complete reimbursements, timesheets and lobbying reports.

**QUALIFICATIONS:**

Required

- Minimum of an Associates degree or equivalent experience acquired on the job, plus an additional 3 years of professional experience in an office environment.
- Minimum of 2 years of a) providing data entry, records and database maintenance, b) program or grant writing, and c) providing relationship management or customer service in public/external relations role.
- Ability to present information concisely and effectively, verbally and in writing.
- Detail-oriented and well organized. Ability to hold self accountable for high-quality and effective results.
- Demonstrated proficiency with data entry protocols and report creation. Demonstrated experience using Excel spreadsheets, bookkeeping or fundraising software.
- Commitment to advancing economic, social and racial justice.
- Proven track record of working with people from diverse backgrounds, working in a team environment and working well under deadlines.
- Ability to take and implement constructive feedback. Strong ability and motivation to work collaboratively toward solutions that benefit all.
- Ability to holds sensitive information confidential.

Preferred

- Experience in using CRM platforms, including Salesforce, preferred but not required.

**COMPENSATION AND BENEFITS**

Competitive salary between \$35,000-\$45,000 depending on experience, plus a generous benefits package. EBASE provides an excellent working environment that encourages team work and recognizes high-quality work.

**TO APPLY, PLEASE EMAIL COVER LETTER, RESUME, AND 3 REFERENCES BY FEBRUARY 26, 2016, TO:**

Attn: Andrea Cousins, Development Director at [search@workingeastbay.org](mailto:search@workingeastbay.org). Please send documents in Microsoft Word or Adobe pdf format with “Development Associate Search, [Your First Name, Your Last Name]” in the subject line. Please no phone calls. The position will be open until filled and starts immediately.

*EBASE is an affirmative action employer, and strongly supports the social goals of affirmative action. We therefore make special efforts to recruit individuals from groups that are historically under-represented in professional environments, or that suffer from broader societal discrimination.*