



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

Temporary, Part-Time Development Assistant Position Available

Job Type: Temporary, 50% FTE (Part-Time)

Reports to: Development Director

Term: Available immediately and ending October 31, 2015

The East Bay Alliance for a Sustainable Economy (EBASE) is seeking a part-time, temporary Development Assistant to conduct data entry and provide database administration support for EBASE's development department and organizational contact management. The Development Assistant ensures that the organization's contact management database has accurate contact and donation information. This position's responsibilities include data entry; maintaining database functions and reports; donor, donation and vendor research; producing accurate reports; updating and maintaining database calendar; and assisting the creation of written procedures for accurate data entry and database maintenance.

The ideal candidate is motivated to provide exceptional data entry support and effectively communicate work progress. It is essential that this individual in this role is detail-oriented, well organized, and proficient with general data entry protocols and report creation. (We prefer candidates with demonstrated experience using Excel spreadsheets, bookkeeping and fundraising software, and CRM systems like Salesforce). The ideal candidate will have positive experiences working in an office environment, take direction and constructive feedback well, is not afraid to ask questions or for help, and enjoys working cooperatively with people and information management systems to complete tasks accurately and within deadlines.

Responsibilities & Tasks

Under the direction of the Development Director,

- Input all donations received through grant agreement, by mail, by phone, and through online donation software according to guidelines provided by Development Director.
- Manage and enter donor and other constituent data into the appropriate database. Work with the Operations Manager to make sure that donation data is timely and entry is accurate.
- Verify accuracy of information with source documents prior to entry, flag any missing information and follow up with appropriate staff to complete information needed.
- Perform targeted online and phone research to complete and update database records for new and existing donors and donor prospects.
- Scan grant agreements, donation letters and other donation back-up materials including copies of emails and upload into database and attach to donor or contact records.
- Help coordinate and process a seasonally high volume of registrations and contributions for organization membership drive and fall fundraising event.
- Support database projects, including data cleaning and data migrations, to update and provide the organization with accurate, complete and accessible contact information and donation records.

- Maintain clear, straightforward log (or list) and files of tasks assigned, in-progress and completed to assist communication about work progress and workload.
- Work directly with staff to collect, organize and track new contact data entry and updates to contact records in the database.
- Provide logistical and administrative support for EBASE fall fundraising event as asked by Development Director including thank you letter production, mailing and other event donation processes.

Qualifications:

- Ability to hold self accountable for high-quality, timely, and effective results.
- Commitment to provide high level of customer service for internal and external parties.
- Ability to take and implement constructive feedback. Problem-solver with a strong ability and motivation to work collaboratively toward solutions that benefit all.
- Ability to evaluate accuracy and present accurate and appropriate information. Ability to hold sensitive information confidential.
- Ability to maintain consistent work ethic in work related duties.
- Ability to safely retrieve, lift and carry files and files in boxes up to 25 lbs.
- Commitment to social, economic, environmental, and racial justice movements.

Education and Experience:

- AA degree or 2 years of college education or high school graduate with equivalent educational accomplishment obtained through on the job experience.
- At least 2 years experience in an office administrative, clerical or records position.
- Experience accurately completing a high volume of data entry and database records maintenance.
- Prior experience working in records and files management is a plus.
- Prior experience with data migration and documentation system upgrades is a plus.
- Prior experience using Excel and Salesforce also a plus.

Compensation and Benefits: This is a 50% full time equivalent, part-time in a salary range between \$35,000 - \$45,000 depending on the candidate's experience and qualifications. EBASE provides an excellent working environment that encourages team work and recognizes high-quality work.

Your application must include a resume and a letter or clear statement expressing your interest in working for EBASE, your qualifications for this position, and your availability to work in this position. Please submit your application to Andrea Cousins, Development Director at search@workingeastbay.org by July 10, 2015. Please send documents in Microsoft Word or Adobe pdf format with subject line "DevelopAssistant – [Your Full Name]."

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 underrepresented in professional environments, or that suffer broader societal discrimination.