



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

The East Bay Alliance for a Sustainable Economy (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 EBASE's 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 developing and coordinating foundation grant proposals and reports. The Development Associate reports directly to the Development Director and will work 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 (35%)

- Serve as primary coordinator by maintaining the organizational contact and donor database and e-blast system.
- Implement organizational database projects, including cleaning and migrating data to provide the organization with accurate, complete, and accessible contact information, donation records, and involvement with the organization.
- Manage and enter development data including foundation and individual donations and prospects, and related constituent data. Work directly with the Operations Manager to ensure donation data is timely and accurate.
- Manage data entry assignments to complete timely entry of new organization's contacts from events, engagement and outreach.
- Ensure complete and accurate records in the database. Verify and maintain records of information with source documents prior to entry. Complete and update records by working with staff and performing online and phone research when necessary.
- Maintain clear, straightforward workplan, benchmarks, and personal organization to ensure work progress.
- Train, organize, and work directly with staff to collect, organize and track new contact data entry and updates to contact records in the database.

Proposal Development and Grants Management (20%)

- Complete preliminary research on prospective donors including foundations and other institutions' giving programs as requested to support planning and proposal development.

- Assist Development Director and Executive Director with research, drafting letter of inquiries, funding applications, grant proposals, and grant reports.
- Assemble programmatic and media 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 including annual foundation calendar with deadlines for reports and proposals
- Participate in internal Development team meetings to support planning, coordination and execution of responsibilities and tasks.

Individual Donor, Communication, and Special Events (40%)

- Coordinate scheduling, production and mailing of seasonal and special appeals. Maintain and produce mailing lists including segmented donor and contact lists in the database. Assist with writing content and preparing materials deliverables for fundraising appeals.
- Manage EBASE's e-blast lists including updating contacts and providing analysis of reach and response. Manage the organizational email account for contact update and triaging organizational emails as necessary.
- Move new contacts through the organization's website or other event intake to inclusion in to organization's targeted email lists.
- Support communication with individual donors and new contacts, including managing a strategy for contacting and engaging volunteers and donors to maintain their engagement and upgrade their relationship to the organization over time.
- Coordinate and support staff and board grassroots phone-banking and individual donor communications.
- Assist planning and production of fundraising events, briefings and meetings, as assigned. Support the data entry needs of fundraising and special events.

Organizational Development and Personal Administration (5%)

- 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, phonebanking, and other activities.
- Maintain personal organization systems.
- Complete reimbursements, timesheets and lobbying reports.

QUALIFICATIONS:

Required

- Bachelors or Associates degree or equivalent experience acquired on the job, plus an additional 4 years of professional experience in an office environment.
- Minimum of 2 years each of a) program or grant writing experience and general understanding of organizational budgets, b) providing data entry, records and database maintenance or management, and c) providing exceptional relationship management or customer service in either fundraising, organizing, or 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, timely, and effective results. Maintain consistent work ethic in work related duties.

- Proficient with data entry protocols and report creation. Demonstrated experience using Excel spreadsheets, bookkeeping and 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. Problem-solver with a strong ability and motivation to work collaboratively toward solutions that benefit all.
- Ability to evaluate data accuracy and present accurate and appropriate information based on project goals. 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. 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.