

DEVELOPMENT ASSISTANT

About Us

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since our founding in 1958, we have programs that support the unique needs of girls aged 5-18, and, starting in the 1990's, to design and deliver programs using an equity lens, serving those from some of County's least resourced communities, primarily in and around Oakland. Through a K-12 Program Continuum, we empower girls by equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy interventions in elementary school and exciting hands-on STEM and STEAM projects in middle school to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Girls Inc. of Alameda County's operating budget is \$7M with 100 staff in our downtown Oakland Simpson Center for Girls and in more than 15 schools and satellite centers across Alameda County.

About the Role

The Development Assistant is an entry level position on a strong team that provides the opportunity to get involved with nonprofit development and support our mission of inspiring girls in Alameda County to be strong, smart, and bold.

The Development Assistant will ensure that the administrative processes of Girls Inc. of Alameda County's development and stewardship program run efficiently. The position will provide administrative support and communication with donors to ensure their gifts are properly entered into the database and acknowledged. This position requires an individual who is detail-oriented, deadline-driven, communicative, self-motivated, and collaborative.

At this time, Girls Inc. of Alameda County staff are working remotely, but the expectation for this position is to work in our Oakland, CA office once we return safely according to CDC guidelines.

Job Summary

- Manage timely acknowledgement of donations (cash, pledge payments, workplace and matching gifts, planned gifts, etc.)
- Support drafting and review of acknowledgement letters
- Ensure data integrity through accurate data entry and ongoing clean-up efforts in the Girls Inc. Raiser's Edge donor and volunteer database, including, but not limited to:



- Adding new constituents
- Maintaining constituent records
- Processing gifts from a variety of sources
- Supporting database maintenance
- Provide weekly gift reports to Development Team and CEO.
- Communicate with donors by phone, email, and in-person when possible.
- Respond to and appropriately forward emails, answer and screen phone calls, and process incoming and outgoing mail.
- Support event logistics.
- Support grants compliance as needed.
- Maintain confidentiality with agency funders and partners.
- Create documentation of existing processes and best practices specific to Girls Inc. of Alameda County.
- Perform other duties as assigned in person or in virtual workspace.

About You

- Passion for the mission of Girls Inc. of Alameda County.
- 1-2 years of experience in a nonprofit/administrative position, fundraising preferred.
- Experience with Raiser's Edge or similar CRM software.
- Excellent skills in the areas of organization, time management, problem solving, and ability to manage competing priorities.
- Ability to work both collaboratively and independently.
- Effective verbal and written communication skills.
- Deadline driven with attention to detail.
- Proficient with Microsoft Word, Outlook, and Excel.
- Willingness to occasionally work evenings.
- A.A. degree required, BA/BS preferred.

What We Offer

- Compensation: *Base \$21.50 per hour at 40 hours per week*
- Medical benefits (Employer pays standard medical plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefit 403b
- Flex spending accounts
- Life Insurance benefits
- Long term disability benefits
- 13 Paid Holidays
- Vacation time off
- Sick time off
- Employee Assistance Program
- Professional development/training



Equal Opportunity Employment State

Girls Inc. of Alameda County is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to: provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of Alameda County is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.

To APPLY Please send resume and cover letter to: talent @ girlsinc-alameda.org. For more information about Girls Inc. of Alameda County, please view our website at www.girlsinc-alameda.org

\$150 COVID-19 Vaccination bonus is offered to successful candidates who can provide proof of full vaccination upon hire and or during onboarding.

