



## Mount Tamalpais College

### Development Associate

September 2020

Full-time, non-exempt, hourly

San Rafael, CA

Salary range \$65,000 to \$70,000 annually

The mission of Mount Tamalpais College is to provide an intellectually rigorous, inclusive Associate of Arts degree program and college preparatory program, free of charge, to people at San Quentin State Prison; to expand access to quality higher education for incarcerated people; and to foster the values of equity, civic engagement, independence of thought, and freedom of expression.

### Position Summary

The development associate (DA) is responsible for executing the administrative aspects of the organization's development and communications functions and reports directly to the development manager. The DA will support the organization's fundraising and communications efforts during a time of growth and expansion, and during a brand transition, with job duties that span the functions of the entire team and which provide support to the communications associate, the development manager, the grants officer, and the development and communications director.

### Job Duties Include:

#### *Development:*

- Enter gifts into the Salesforce database
- Prepare donor acknowledgement letters, tax receipts, and other correspondence, adhering to donor stewardship strategies
- Maintain individual donor files in Salesforce and G-Suite

- Continually update and maintain database records, with oversight from the Development Manager
- Support management of Classy giving platform including updating campaigns, messaging, and executing donor customer service needs
- Support individual donor prospect research and cultivation, as assigned, and prepare in-depth research briefs for donor meetings
- Support the grants officer with preliminary research on prospective corporate and foundation donors; proposal and report drafting; data and proposal attachment collection; management of the grants calendar and pipeline; upkeep of foundation files; and other administrative tasks within the grants program
- Oversee the development team's files, maintaining systems of organization
- Coordinate production and mailing of appeals and other materials, with support from the development manager
- Support logistics and planning for large and small fundraising events, including maintaining guest lists, researching venues, preparing materials, coordinating sponsorships, and other duties as assigned
- Assemble media and donor kits for events and meetings
- Maintain and oversee the development team's inventory of books, appeals, press packets, etc.
- Processing online orders for our webstore and maintaining supply levels for these items
- Coordinate calendars and scheduling for the development team
- Act as a host and ambassador for our work with our external partners, including building authentic relationships with our community of donors
- Act as initial point of contact for the team through the development@ email

***Communications:***

- Post news items to the website with oversight from the communications associate
- Coordinate photography for development and communications-related collateral
- Transcribe interviews and archive student writing for development and communications campaigns
- Support a brand identity transition in the fall of 2020
- Draft news pieces and other communications as needed by the communications associate

Other duties as assigned by the development and communications director and the development manager

### **Education and Experience Requirements:**

- Associate's or bachelor's degree
- A minimum of three years' experience in an administrative position, preferably in a nonprofit or university development office
- Proficiency in Microsoft Word, Excel, PowerPoint and GSuite.
- Database management experience – Salesforce preferred

### **Required Skills and Abilities:**

- Take genuine pleasure in ensuring the integrity of systems and data, and in the detail and precision of administrative work
- Superior ability to organize and prioritize work, with a goal of zero dropped balls
- Ability to manage workload independently, and with a spirit of initiative
- Ability to look ahead, and plan strategically
- Comfortable with feedback in the spirit of growth, and driven toward continuous improvement
- Excellent verbal and written communications skills
- Superior attention to detail and proofreading abilities
- Excellent interpersonal skills
- Comfortable in a fast-paced work environment and adaptable to change

### **Compensation and Benefits**

Mount Tamalpais College offers competitive compensation, flexible work policies, and a collaborative work environment. Our benefits package includes medical, dental, and vision insurance, and the full cost of each plan is covered by Mount Tamalpais College. We also offer vacation and holiday pay, as well as opportunities for professional development.

At Mount Tamalpais College, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy, national origin, age, physical or mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, military or veteran status, and any other characteristic protected by applicable law. Mount Tamalpais College believes that diversity and inclusion among our staff are critical to our success as we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

To apply, please submit a resume and cover letter to [development@mttamcollege.org](mailto:development@mttamcollege.org) with Development Associate in the subject line.