



Mount Tamalpais College

Advancement Associate

January 2022

Full-time, exempt, salary

San Rafael, CA

Salary range \$70,000 to \$85,000 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.

Mount Tamalpais College was known as the Prison University Project for the last 25 years.

Position Summary

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

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
- 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
- Assemble media and donor kits for events and meetings
- Maintain and oversee the development team's inventory of books, appeals, press packets, etc.
- 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:

- Draft and post news items for the MTC website and social media
- Maintain an editorial calendar, tracking news items and posts
- Support the creation of development and communications collateral, including coordinating photography, copyediting and drafting materials, and researching and coordinating with vendors and services to produce new materials
- Transcribe interviews and student writing for development and communications campaigns
- Support a regular audit and update of the website to keep content up-to-date and user-friendly
- Lay out news bulletins and other communications in Mailchimp and collect and analyze data to inform the organization's email communications strategy
- Draft and/or proofread copy for other communications as needed
- Support press and media outreach by maintaining a media contact list, tracking and sharing news items relevant to our work, and helping to craft pitches and press releases
- Participate in planning and promoting events, including fundraisers, Community Dialogues, Book Clubs, and faculty appreciation events.
- Join the communications director and other team members on regular visits to the program at San Quentin to meet with students and gather news and information to share with the broader community

- Support with the development of content for a possible new MTC TV station at San Quentin (short videos, recordings of lectures and events, and static content informing the community of MTC news and updates)
- Manage a general inquiries email address, routing requests to the appropriate parties and ensuring follow through

Other duties as assigned.

Education and Experience Requirements:

- Associate's or bachelor's degree preferred
- A minimum of two years' experience in an administrative position, preferably in a nonprofit development office, or equivalent experience
- Proficiency in Microsoft Word, Excel, and GSuite.
- Database management experience – Salesforce preferred
- Website management experience is ideal - Wordpress preferred
- Comfortable with project management software such as Asana

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 the organization. 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 with advancement associate in the subject line.