



Mount Tamalpais College

Development Associate

May 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 Development Associate is responsible for executing the administrative aspects of the organization's development functions and reports directly to the Development Director. The DA will support the organization's fundraising 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, 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
- 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

Major Donor/Clerical Support for CAO and DD:

- Work with and support Development staff to ensure all major donor prospects are cultivated, solicited, and stewarded in strategic manner
- Support CAO with scheduling, donor meeting prep, follow up and donor research
- Support CAO with maintaining and tracking donor communications in Salesforce
- Assemble media and donor kits for events and meetings

Grants Administration/Support:

- Assist with institutional and individual donor prospect research, qualification, and solicitation
- Support Senior Grants Officer with developing grant proposals, grant reporting, and maintaining accurate outcome data for programs
- Help with maintaining and implementing the 2022 grants work plan, including working with Senior Grants Officer to develop proposal concepts with and convene with executive team on current and future funding priorities
- Assist Senior Grants Officer with coordinating institutional donor outreach by Chief Advancement Officer and MTC President.

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. Employees may elect to participate in a 403 B retirement plan. 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 Development Associate in the subject line. We will consider candidates who complete the requested steps for application.