

Development Assistant

Family Paths, Inc.

Family Paths is a non-profit agency that has provided mental health and family support services to strengthen families and prevent child abuse since 1972. Family Paths offers a fun and supportive team environment, a commitment to training, opportunities for growth, and an excellent benefits package. We are an agency that is actively engaged in multicultural organizational development and respects and values the diversity of the communities we serve and the staff who work here. Family Paths serves all of Alameda County with offices in Oakland and Hayward.

Position Description:

Under the direction of the Development Manager, the half-time Development Assistant provides administrative support in fundraising and related development department needs including: maintenance of donor database, support of grant research/application/reports; assistance with the coordination of volunteers and other collaboration promoting agency visibility and strategic partnerships through active marketing, communications, and events.

The Development Assistant must have excellent organizational skills with attention to detail, strong verbal and written communication skills, confidential data management, the ability to prioritize multiple projects and demonstrate relevant interpersonal skills to support impactful relationships with a range of cross-functional stakeholders including board members, donors, community partners, colleagues, volunteers and vendors.

This position requires the demonstration and commitment to the agency's mission, vision, and values, including a strong commitment to issues of social justice and culturally and linguistically responsive practices.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Support all development department efforts, chiefly, fundraising, maintenance of e-Tapestry donor database, merchant services platforms to track donors, donation campaigns, events, etc.
- Assist with the coordination of current giving programs, including tracking donations, preparing acknowledgements, reports
- Research new funders, foundations, grant/revenue sources and timelines for all Family Paths' programs
- Assist all levels of event production: planning, logistics, timeline coordination, marketing, mailings, participant/donor/sponsor/volunteer identification, correspondence
- Compile client/donor/volunteer demographics, data, for annual report
- Support strategic partner outreach, marketing campaigns, including updating mailing lists, press kit maintenance and media submissions, research new marketing opportunities
- General admin support as needed for e-newsletters, annual report production: May include support curating, writing/editing, taking photographs, formatting; coordination with printer, graphics, postal as needed
- Other general clerical, administrative assistance and related duties as assigned

REQUIREMENTS, QUALIFICATIONS, SKILLS & ABILITIES:

- Bachelor's Degree or 4 years of administrative experience
- Proficient in Microsoft Office Suite, Outlook with strong working knowledge/experience in Excel
- Experience with database development and maintenance. E-Tapestry/BBMS preferred
- Excellent verbal and written communication skills to communicate effectively and respectfully to a range of stakeholders and colleagues
- Excellent organizational, time and project management skills
- Flexible, able to handle multiple projects, toggle as needed
- Detail-oriented, high level of accuracy in writing and graphic communications
- Demonstrated "people person" with appropriate level of maturity and ability to exercise good judgment in professional and social settings
- Has outstanding interpersonal skills, works effectively in a team, and works effectively and maintains composure in a stressful or deadline-driven environment
- Displays a professional demeanor, a "can do" attitude and represents the organization in a positive manner at all times
- Ability to maintain a high level of discretion and confidentiality

Desired Qualifications:

- 2 years of experience working in the nonprofit development field preferred
- Experience with providing grant writing support a plus

Special Requirements:

- Requires some driving on agency business so must maintain a valid CA driver license, reliable personal automobile, a clean driving record, and current auto insurance meeting required limits of liability.
- Flexibility to work occasional evenings and weekends for meetings and special events for comp time

Work Environment:

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is:

- Frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc.
- Occasionally required to push/pull objects up to 50 lbs. and to lift/carry objects up to 25 lbs.
- Must be able to walk, stand, and sit for extended periods.

COMPENSATION: The pay rate is from \$21.6250-\$23.90 for part time depending on qualifications and experience.

LOCATION: Oakland

EMPLOYEE STATUS: Part Time

WEEKLY HOURS: 18.75 (with the opportunity to work more hours on occasion)

BENEFITS INCLUDE:

- Group Kaiser and Dental Benefits
- Flexible Spending Accounts for healthcare and dependent care expenses
- Generous PTO plan starting at 4 weeks for vacation, personal and sick time off
- 9 paid Holidays, 2 Float Holidays
- Full week of paid Educational Leave & Development Allowance
- 401K Retirement Plan
- Commuter Benefits Plan
- 529 Education Savings Plan
- Long Term Disability Insurance
- Voluntary Long-Term Care Insurance
- Voluntary Aflac Benefits

NON-DISCRIMINATION POLICY:

Family Paths does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, the Board of Directors, volunteers, subcontractors, vendors, and clients.

TO APPLY: Send your resume and **cover letter** to Kimberly Cohn. **Resumes without cover letters will not be reviewed.**

Email: kcohn@familypaths.org

Website: www.familypaths.org