

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 position offers a unique opportunity for a highly motivated individual to join a dynamic team and play a crucial role contributing to the overall success of Family Paths. The Development Assistant will gain exposure to a growing philanthropic environment and have opportunities to advance in their career as a development professional. Family Paths is committed to and invests in the success of all team members. The ideal candidate is highly motivated, has strong database management skills, and possesses excellent written and verbal communication skills.

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: fundraising campaigns, events, donor database maintenance, donation tracking through merchant services platforms, etc.
- Support marketing and communication efforts as needed: updating press kits, supporting e-newsletters and social media presence.
- Assist with donor stewardship efforts: generate and send gift acknowledgement letters; maintain data integrity of database with timely and accurate gift processing of records.
- Assist with grants management and new proposals as needed.
- Assist with Annual Report.
- Provide administrative support and other tasks as needed.

REQUIREMENTS, QUALIFICATIONS, SKILLS & ABILITIES:

- Bachelor's Degree or 2 years of administrative office experience
- Proficient in Microsoft Office Suite and Outlook and with social media
- Strong database management skills and/or experience with a fundraising database such as Raiser's Edge or Salesforce

Desired Qualifications:

- High level of accuracy and attention to detail
- Excellent organizational, time and project management skills
- Ability to adapt to and be flexible in a dynamic, fast-paced work environment
- Ability to work well independently and collaboratively as part of a team
- Excellent verbal and written communication skills to communicate effectively and respectfully to a range of stakeholders and colleagues
- 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
- Experience working in a nonprofit environment
- Familiarity with best practices in development operations
- Experience providing grant writing support a plus

Special Requirements:

- Must pass criminal records clearance.
- 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.

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.
- Due to COVID 19, employees are working remotely until further notice, with an option to work in office if appropriate.

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 do outreach in the community (by phone and/or in-person).
- Frequently required to be at a computer desk.
- Frequently required to utilize hand and finger dexterity.
- Frequently required to talk or hear.
- The employee must occasionally lift and/or move up to 25 pounds

COMPENSATION: \$25,392 - \$26,027. Pay rate is commensurate with education and experience and competitive in the non-profit environment.

LOCATION: Oakland

EMPLOYEE STATUS: Part Time

WEEKLY HOURS: 18.75 (*Full Time positions are based on a 37.50 work week*)

BENEFITS INCLUDE:

- Dental
- Employer Life Insurance (25K)
- Long Term Disability Insurance
- Voluntary Life Insurance

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

Email: bpeyton@familypaths.org

Website: www.familypaths.org