

## **DEVELOPMENT ASSOCIATE POSITION:**

Los Altos Mountain View Community Foundation (the Foundation) inspires, leads, and empowers residents for a stronger community. The Foundation provides grants, creates social impact opportunities, incubates emerging nonprofits, offers donor advised funds, and partners with community organizations and residents on solutions that make a difference.

We are committed to fostering an inclusive environment for people of all backgrounds. The Foundation is committed to equity and does not discriminate on the basis of race, color, religion, creed, national origin or ancestry, sexual orientation or expression, gender, marital status, age, physical or mental disability, military status, genetic information, or any other protected characteristic as established under law. We highly encourage BIPOC (Black, Indigenous, and people of color) candidates to apply for this role.

### **Position overview**

The Development Associate coordinates the administrative functions related to our development activities. Responsibilities include but are not limited to a variety of fundraising activities such as donor database management, electronic and direct mail solicitations, and communications, events, and donor stewardship. The Development Associate will work collaboratively with departments, such as finance and operations, to ensure accurate accounting of revenue and support our social media strategy. We view this as a growth position in which the person hired should take on greater responsibilities in identifying, cultivating, and securing donor commitments.

The position reports to the Development Director and works closely with other staff to achieve the Foundation's programmatic and development goals.

### **Development Department Details**

The Development department raises critical and increasingly diverse revenue from various streams to support the internal operations of the Foundation. Revenue streams include individual, family, corporate, government, and foundation donations and grants.

### **Responsibilities**

- In partnership with the Development Director and Donor Relations Associate, execute strategies of donor identification, cultivation, solicitation, and stewardship;
- Develop expertise in the C-Suite database and provide reporting on fundraising metrics for the team and board.
- Ensure data integrity in database;
- Support institutional giving with research, proposal submission, and grant reporting;
- Coordinate the processing of various donations and maintain accurate and confidential donor records;
- Support successful active and passive fundraising events, in collaboration with the staff;
- Build and maintain effective working relationships with all program and support staff; and
- Special projects as assigned by the Director of Development.

## **Qualifications**

The ideal candidate should have an interest in philanthropy and fundraising. The person will have:

- 2 - 3 years of demonstrated administrative, nonprofit and or fundraising experience;
- Prior success in project management;
- Excellent organizational and time management skills;
- Willingness to iterate on projects and approaches, with the ability to recognize when to course correct as necessary;
- Success working effectively with a small team, but also independently as a self-starter;
- Appreciation for accuracy, commitment to excellence, and preference for collaborative work environments that deliver clear results;
- Strong communication skills and the ability to articulate and compose a clear messaging as well as an orientation towards customer service and problem solving; and
- Ability to manage multiple priorities and projects simultaneously, in a fast-paced environment with shifting priorities and deadlines.

## **Salary**

- The range for this position will be between \$45,000 - \$52,500 for this 75% position, depending on experience.

## **Benefits**

- This position is considered a full-time position (30 hours per week) and includes health care, dental and vision insurance.
- This position is also eligible for the Foundation's 403b retirement plan.
- Time Requirement: this position requires an average of 30 hours per week with occasional evening hours for fundraising events. Work may be conducted from our office or a remote location in or near the communities served by the Foundation.

## **Application Process**

Please send a cover letter describing your related experience and interest in this position and a resume to [jobs@lamvcf.org](mailto:jobs@lamvcf.org). Please use "Development Associate – Your Name" in the subject line.