Position: Development Assistant (Social Media and Special Events)

Classification: Non-Exempt, Full-Time

Work Schedule: 40 hours per week, on-site, Monday through Friday 8:30 AM to 5:00 PM, on occasion will require some evening weekends, and/or holiday hours

Worksite: On-site at La Casa de las Madres’ administrative office located at: 1269 Howard Street, San Francisco CA 94103. COVID-19 preventative measures including, but not limited to, daily self-screens and vaccination policy will apply.

Agency: La Casa de las Madres (La Casa) is a nonprofit provider of service for victims and their children. Founded in 1976, La Casa is San Francisco’s oldest domestic violence program, providing comprehensive supportive services through an Emergency Shelter, 2-24 hour hotlines, non-residential Community Programs, and Community Education and Outreach Programs serving over 17,000 community members annually.

Position Summary: Under the direct supervision of the Director of Community Partnerships and Philanthropy, the Development Assistant provides administrative support in a wide array of fund development activities including donor database management, bi-annual newsletter, special events, direct mail solicitations and Web/Social Media projects. The Development Assistant works collaboratively with the Development Associate, the Education and Volunteer Manager, and other staff to identify, secure and grow partnerships and funding.

Responsibilities:
- Maintain and manage confidential donor database systems including receipt, entry and acknowledgement of all monetary and in-kind donations.
- Provide support for direct mail appeals, bi-annual newsletter, and donor campaigns.
- Design and implement La Casa’s social media activity, in coordination with the Outreach Department, to cultivate community engagement and contributions.
- Oversee aspects of La Casa’s active and passive fundraising events.
- Assist Development Associate and Director of Community Partnerships and Philanthropy in planning, implementing and evaluating annual fund development plan.
- Create and facilitate volunteer opportunities for corporate groups and assist the Education and Volunteer Manager in creating volunteer opportunities for individuals.
- Respond to donor inquiries and collaborate with the Development Associate to manage inkind donation programs.
- Coordinate with vendors for services related to development activities, including printing.
- Maintain a deadline-driven calendar of development activities and events.
- Provide support in planning and implementing special projects and events.
- Support accurate service data collection in compliance with grant reporting requirements.
- Build and maintain effective working relationships with all program and support staff.
- Special Projects and other duties as assigned.

Minimum Qualifications:
- Bachelor Degree and 1 to 2 years demonstrated and verifiable successful experience in administrative work.
- Will consider AA/AS Degree and 3 to 4 years demonstrated and verifiable successful experience in administrative work.
- 1 year of nonprofit fundraising and donor/prospect development experience preferred.

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• Reliable and strong initiative and the ability to work independently and collaboratively.
• Excellent organization and time management skills.
• Ability to work with diverse group of people.
• Demonstrated knowledge of Microsoft Office (Word, Excel, PowerPoint).
• Knowledge of fundraising or database software applications preferred.
• Understanding and sensitivity to issues of domestic violence desirable, commitment to and ability to communicate the goals and philosophy of La Casa required.
• Ability to meet physical requirements of the job including carrying, lifting, pulling and pushing 50+ lbs., and walking up and down stairs.
• Ability to manage multiple projects simultaneously, in a fast-paced setting with shifting priorities and constant deadlines.
• Clearance through fingerprinting may be required; La Casa de las Madres will consider applicants, including those with criminal histories, in a manner consistent with San Francisco’s Fair Chance Ordinance.
• Valid California Driver’s License, clean driving record & insurable under agency policy. We will consider a non-driver with a valid California Identification Card.

Required Competencies: To perform the job successfully, an individual should demonstrate the following competencies in executing the essential functions of this position:
• Problem solving – identify and resolve problems in a timely manner by gathering and analyzing information skillfully.
• Interpersonal skills – maintain confidentiality, remain open to others’ ideas and exhibit a willingness to try new approaches.
• Managing Up - Ability to exercise good judgment and manage communications with supervisor and/or agency leadership.
• Oral communications – speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and ability to conduct meetings.
• Written communications – edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
• Planning/organizing – prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
• Quality control – demonstrates accuracy and thoroughness and monitors own work to ensure quality.
• Adaptability – adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
• Dependability – consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
• Safety and security – actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

Other Information: The Development Assistant position is non-exempt and full-time (40 hours per week) Monday through Friday 8:30 am to 5 pm that on occasion requires the flexibility to work evening and weekend hours.

Compensation: up to $24.00 per hour DOE, commensurate with the successful candidate’s experience.

Excellent benefit package includes: Option between two Kaiser health plans, vision, dental, life insurance, long term disability, employee assistance program, tuition reimbursement, health savings

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account, employee funded 403(b) retirement plan with employer match option, 12 paid holidays, 2 additional paid days off for employee’s birthday and work anniversary, and generous vacation plan.

To Apply: Send resume with cover letter: La Casa de las Madres – DAA, 1269 Howard Street, San Francisco, CA 94103, Fax: (415) 503-0301, Email: hr@lacasa.org.