Position: Development Assistant  
Level: Assistant  
Education Requirements: None; Associate’s degree preferred, or equivalent professional experience  
Employment type: Full-time, Nonexempt, Hourly  
Location: Los Angeles, CA (in-office work will be required a minimum of two days per week)  
Compensation: Starting at $20/hour DOE  
Start Date: ASAP

We Are DigDeep

The DigDeep Right to Water Project is the only WaSH (water, sanitation, and hygiene) organization serving the 2.2+ million Americans who still don’t have a tap or a toilet at home.

DigDeep believes access to clean water is a human right. Today, we run several nationally recognized programs that empower communities to build their own water and sanitation systems. We won the 2018 US Water Prize for our Navajo Water Project, which has brought clean, running water to hundreds of Native families across New Mexico, Arizona, and Utah. Dig Deep launched the Appalachia Water Project in July of 2020, which will bring clean, running water into the homes of Appalachia families across southwestern West Virginia and northeastern Kentucky. The project has already set up planning to work with PSD to install plumbing in approximately 150 homes in one section of McDowell County.

DigDeep is deeply committed to diversity, equity, inclusion, and belonging. We believe social change happens when people with a wide range of backgrounds, experiences, and identities come together with a common purpose. DigDeep is built on the principles of equity, transparency, and the power of human experience. Your work will improve the daily lives of real people – people you’re likely to meet. Every American should have the clean, running water they need to thrive. Join us, and we’ll close the US water gap in our lifetimes.

The Opportunity

DigDeep is seeking a motivated and highly organized Development Assistant (DA) to join an energetic and collaborative development team during an exciting time of growth. Reporting to the Chief Relationship Officer (CRO), the DA will support a four-person Development team by ensuring our department and all donor systems and procedures are running smoothly, including, but not limited to, gift processing, data hygiene, reporting, and other aspects of development operations. Additionally, the DA will provide administrative support to the CRO including scheduling with donors, arranging travel, and scribing notes during meetings as
needed. The DA will collaborate closely with communications staff, contractors, and program team members to ensure information is being shared across teams in a timely manner.

Ultimately, you will contribute to DigDeep’s impact by providing exceptional, detailed support for an evolving development team and its executive. The ideal candidate will be an active listener, a quick learner, believes that anything is “figure-out-able”, demonstrate extreme attention to details and have a deep commitment to water as a human right.

**REPORTS TO**  
Chief Relationship Officer

**MANAGES**  
None

**SUPPORTED BY**  
Development Coordinator  
Development Fellow

**Specific job tasks include but are not limited to:**

- Supports the development department’s administrative needs, including ordering supplies and recognition products, maintaining inventory, etc.
- Processes all contributions and pledges, including data entry into CRM (Salesforce)
- Generates all donor acknowledgment letters, including handwritten cards and new donor welcome kits
- Responds to contribution inquiries and requests for information about fundraising and/or directs to appropriate staff member
- Generates donor data reports to support the reporting and operational needs of the department
- Support our CRM transition from FunRaise to Salesforce, including coordinating with implementation firm, conducting data cleanup and field mapping
- Reconcile donations and checks with the Finance Department
- Support logistics for donor-related events and other donor engagements as needed
- Support the Chief Relationship Officer by preparing for prospect meetings; including gathering collateral, scheduling meetings, and coordinating travel
- Participate in development strategic planning to meet fundraising goals
- Conduct preliminary research on prospective individual donors.
- Reconcile donations and checks with the Finance Department
- Documents departmental processes and procedures and consistently updates development handbook
- Other duties as assigned

*As the organization continues to evolve, duties or tasks may change without impacting the overall job description.*
Competencies

- **Foster Teamwork:** You can work both independently and as a collaborative team member. You listen and respond constructively to colleagues’ feedback and ideas. You provide support where needed, seek assistance when necessary. You have a desire to build and maintain relationships with others.

- **Managing Change:** You’re a creative thinker with the ability to innovate and are comfortable in a rapidly evolving organization.

- **Fostering Innovation:** You are innovative and adaptive and believe anything is figure-out-able. You propose and implement your own ideas and suggestions in order to develop and streamline processes.

- **Excellent Communicator:** You are able to clearly express yourself verbally and in writing. You have the ability to creatively plan and deliver written communications, utilizing graphics, statistics, and language in such a way as to have maximum impact on the intended audience.

- **Analytical Thinking:** You have a curiosity, coupled with strong research/analytical skills. You can make systemic comparisons between two or more alternatives, noticing discrepancies and using them to inform decision-making.

- **Technical Expertise:** You have demonstrated ability and depth of knowledge with the technology in the desired technical area. You effectively use and apply technical knowledge, and use your knowledge to identify solutions to existing problems.

Skills and Qualifications

- Interest and desire to grow and be an impactful development professional
- At least 1 year of experience in non-profit fundraising ideally working with various databases and donor-communications systems (Salesforce is preferred)
- High levels of trustworthiness, discretion, and professional demeanor
- Great attention to detail, tech-savvy, and the ability to self-start
- Proficient in the use of various MS Office programs, including Word, Excel, and Powerpoint
- Ability to prioritize, multi-task, and follow through with minimal direction.
- Willingness to pitch in when/where needed.
- You have an ability to balance “dreaming big” with strategic alignment and funding successes.
- You’re culturally sensitive and have experience supporting the development of diverse, inclusive, and equitable work environments, including an openness for learning.
- You’re driven by a desire to make our country (and our world) a better place to live.

Compensation and Benefits

At DigDeep, we believe that great work requires a great job. We pride ourselves on creating
industry-leading employment opportunities for our team across the United States. We’re a supportive environment that values creativity, diversity, and quick thinking. Here’s how we’ll support you in your work:

- Starting salary: $20/hour DOE
- Generous PTO and sick leave
- 23 weeks paid parental leave
- Medical, dental, and vision insurance 100% employer-paid
- Prescription drug coverage
- One Medical and TalkSpace memberships
- Life insurance, 100% employer-paid
- Monthly cell phone allowance
- 401k retirement plan with employer match

Interested?

Please submit a thoughtful cover letter and resume to: jobs@digdeep.org. In the subject line of the email please use the following format: Development Assistant - [Your First & Last Name].

References should be available upon request. Applications will be reviewed on a rolling basis. We will respond to all applicants. Please note that DigDeep cannot provide immigration sponsorship for this position. No office visits. No calls, please. Thank you.

DigDeep is a certified Great Place to Work®