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## **Beyond Emancipation**

### **Development Assistant**

Do you want to use your stellar admin and people skills to raise support for current and former foster youth? Do you want to marry your passion for social justice with your savvy project management skills? If so, then we are looking for you!

#### **ORGANIZATION OVERVIEW**

Beyond Emancipation (B:E) supports transition aged youth with experience in the foster care or probation systems in their transformation to live healthy, connected, productive lives. Since 2010 B:E has worked to develop, integrate and now disseminate an approach to services based on coaching principles and techniques. The resulting model: *Creative Connected Resourceful and Whole* ensures youth have support to build capacity, expand possibilities and achieve greater fulfillment and success while staying on track with life objectives in five core areas: housing, education, employment, permanency and wellness.

B:E has grown rapidly since it was founded in 1996. Our budget for 2017-18 is approximately 4 million. Contracts with the Social Services Agency (SSA), corporate and foundation grants, and individual donors support our work. The office environment is friendly, casual, mission-focused, and fast-paced. More information is available at: [www.beyondemancipation.org](http://www.beyondemancipation.org).

B:E is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status.

#### **POSITION OVERVIEW**

B:E is seeking a Development Assistant to join our highly collaborative development team during an exciting period of growth. At heart, this is a job for someone who loves details and keeping things organized, as the assistant will be responsible for the administrative operations of the development department. In addition, you'll use your project management skills to support events, communications, and other donor engagement activities. There's a lot of variety in this position, so you'll get experience in different types of development work and the chance to build a wide range of skills.

This is an excellent position for an ambitious and talented professional eager to grow in his/her career, or someone with a background in administration who wants to gain meaningful development experience and be coached by seasoned development professionals. Best of all,

you'll be making a profound and lasting impact in the lives of hundreds of current and former foster youth in Oakland.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

### **Administration and Systems**

- Manage donor database, including gift and grant processing, sending acknowledgement letters, recording donor cultivation activities and follow-up steps, generating reports and queries, and supporting the Development Director to improve audience segmentation for effective donor engagement and retention
- Schedule and notice development, leadership team and full board and board committee meetings including meeting logistics and pre and post meeting communications and follow-up
- Support ongoing efforts to increase efficiencies and strengthen systems to build relationships with donors

### **Communications**

- Update the organization's website on a regular basis
- Support leadership team efforts to create a more regular presence on Facebook and Twitter
- Push key messages and the organization's branding across all media, including social media posts

### **Project Support**

- Support the sending out of fundraising appeals and newsletters
- Support in the execution of donor engagement events
- Conduct preliminary research on prospective corporate foundation and individual donors.
- Support program staff in managing volunteers
- Perform other project support and duties as assigned

## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A *minimum* of two years of full-time, professional experience, preferably in a development or administrative position
- Highly organized with attention to detail. Ability to prioritize, handle multiple assignments, and quickly adapt to meet unexpected and urgent requests
- Track record of setting and achieving goals and meeting deadlines
- Self-driven and able to work independently, as well as being a fun and flexible team player

- Ability to build collaborative relationships with a variety of stakeholders, including staff, donors, families, and youth
- Growth mindset, loves to learn
- Self-motivated, reliable, enthusiastic, and warm
- Proficiency in Microsoft Word, Excel and PowerPoint
- Database management experience a plus

## **EQUAL OPPORTUNITY**

We recognize that in order to better serve our clients we need to continue to build an organization that supports, understands and lives diversity - in our staffing and in our values. Our commitment to a coaching model is a step towards building a supportive community and we encourage diverse candidates who will be a leader in integrating our work and values to transform the life of our clients. B:E is an equal opportunity employer, and we seek to develop a diverse workforce.

## **SCHEDULE**

The Development Assistant will have a typical schedule of 8:30 a.m. to 5 p.m., Monday through Friday.

## **PHYSICAL DEMANDS**

The physical demands of this position are light with the expectation that the staff person can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. Physical demands are in excess of those of sedentary work. The position requires frequent computer use at a workstation. B:E will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

## **COMPENSATION AND HOURS**

This is a full time, non-exempt, hourly position reporting to the Director of Development. Compensation is \$20.19 per hour. Benefits are generous, with fully paid employee health and dental insurance and 80% dependent coverage. Paid time off includes vacation, sick, and personal days, as well as holidays. Voluntary vision and retirement plans are also available.

## **TO APPLY**

Applications will be accepted through June 5, 2017 or until the ideal candidate is identified. Early submissions are encouraged and candidates of interest will be contacted shortly after receipt. Application screening and initial phone interviews will be completed on a rolling basis. In-person interviews and performance tasks will take place on-site.

To apply, please send a resume and cover letter outlining your interest, qualifications, and where you learned of the position to [devassistant@beyondemancipation.org](mailto:devassistant@beyondemancipation.org)

In addition to your resume, wow us with a cover letter demonstrating why this position is a great fit for you. We can't wait to hear from you!