



Development Associate Job Description

Do you want to marry your passion for social justice with your savvy administrative skills? Do you get excited about creating change in your community by inspiring people to give back? And, are you eager to make an impact on the lives of young people in Oakland? If so, you might be a great fit for Development Associate at Beyond Emancipation!

ABOUT B:E

B:E's mission is to support young people as they imagine and create their own life beyond foster care. Through B:E's innovative coaching model, youth discover their own potential, take responsibility for their own decisions, and plan their futures with the support of an adult who follows their lead. B:E provides a transformational environment for transition age youth, offering programs that include access to safe housing, educational supports, and coaching in the areas of life skills, health and wellness, and employment training.

B:E's core values are at the heart of everything we do, and we look for individuals who share our commitments:

- **YOUTH-CENTERED:** We put youth first.
- **EQUITY:** We are committed to leveling the playing field.
- **TRANSFORMATION:** We are agents of change.
- **COMMUNITY:** We are in this together.
- **CONTINUOUS LEARNING:** We strive for excellence.

POSITION OVERVIEW

B:E is seeking a Development Associate who has a knack for details and recordkeeping, and is excited to create meaningful and joyful experiences for donors. If you want to roll up your sleeves and grow your development skills in a fast-paced, collaborative, supportive environment, then we are looking for you.

The Development Associate plays a critical role in B:E's ability to maintain and expand its impressive support from individual donors which has doubled in the last four years. You will bring strong administrative and clerical skills, strategic thinking, people and communication skills, and passion to the team. In addition, you'll use your project management and writing talents to support B:E's communications and donor engagement activities. The variety in this position will give you the chance to strengthen a wide range of skills. This is an excellent position for an ambitious and talented professional eager to grow their career. Best of all, you'll be making a profound and lasting impact on the lives of hundreds of youth in Oakland!

ESSENTIAL FUNCTIONS

Development Administration & Support

- Oversee effective fundraising records through management of the NeonCRM donor database: processing all gifts and grants, maintain digital records, and implement donor stewardship for donors at all levels leveraging NeonCRM tools and other technology.
- Support with the implementation of individual and major donor giving programs, including: fundraising appeals, thank you letters and donor stewardship pieces.
- Implement donor database strategy, processes, and data entry for optimized systems and donor experience, in collaboration with the Development Department.
- Leverage tools and platforms for donor management, direct mail, events, mass email and other systems that support development and communications.
- Coordinate with Finance Department to ensure accurate and complete gift tracking and reconciliation.
- Support ongoing efforts to increase efficiencies and strengthen systems to build relationships with donors.
- Assist in maintaining grants calendar of applications and reports.

Communications & Outreach

- Support in the implementation of B:E's external communications strategy and workplan in alignment with a social justice and equity approach, development best practices, and always centering youth voice, including: social media, e-blasts and website.
- Manage B:E's website for accurate, up-to-date content.
- Lead efforts for regular, consistent social media presence and track metrics.
- Support in the collection and telling of diverse and inclusive stories about B:E participants and alumni.

QUALIFICATIONS

- Two or more years related experience preferably in development, communications or administration at a nonprofit organization
- Highly organized with attention to detail, stronger customer service and follow-through
- Ability to work independently, establish and balance priorities, multitask, and meet deadlines with enthusiasm and warmth
- Ability to build collaborative relationships with a variety of stakeholders, including staff, donors, and youth
- Flexible, collaborative, with an eye for detail and excited to work in a fast-paced environment
- Proficiency in Microsoft Word and Excel, graphic design (Adobe and Canva), and a working knowledge of website applications, email marketing software, and CRM databases
- Commitment to social justice and passion for Beyond Emancipation's mission

- Personal and/or professional experience in child welfare and other systems that impact foster youth is a plus.

COMPENSATION

This is a full time, non-exempt, hourly position. The starting salary range is \$57,500 to \$62,500 per year. Benefits are generous, with 100% paid employee and 80% dependent medical care coverage. Dental coverage is 100% paid by B:E. Paid time off starts with 15 days of vacation (increasing over time), 12 days of sick leave, additional COVID-19 sick leave, 4 wellness days, as well as 13 holidays. Voluntary vision, matched retirement (up to 3%), and pre-tax flexible spending accounts for medical and dependent care costs plans are also available.

HOW TO APPLY

To apply, please send a resume and a cover letter outlining your interest, qualifications, and how you learned of the position to the following email: hiring@beyondemancipation.org, with 'Development Associate' in the subject line. We plan to move this hiring process along quickly so please submit your materials as soon as possible.

EQUAL OPPORTUNITY

To better serve youth, B:E strives to build and strengthen a diverse organization, where every staff member is heard, valued, and supported to advance B:E's mission. B:E staff is majority people of color and many staff have lived experience in the foster care system. We are committed to living diversity, equity, inclusion, and belonging in our staffing, programming, and values. B:E is an equal opportunity employer, and we strongly encourage diverse candidates to apply.

HYBRID WORK ENVIRONMENT

B:E is committed to the safety, wellness, and health of our staff. We offer a flexible hybrid work environment where staff can decide with their manager the best schedule and location of work, based on their personal needs and their role within the organization. Some B:E staff work in-person almost every day, and some work from home almost every day. Most staff work in-person 2-3 days per week.

COVID-19 SAFETY

B:E is committed to keeping staff and youth safe and promoting the health of our community. B:E complies with the county, state, and federal COVID-19 guidelines and policies through our comprehensive COVID Prevention Plan.