OneJustice

Development Assistant, Part-Time (San Francisco)

OneJustice is a nonprofit legal organization that brings life-changing legal help to those in need by transforming the civil legal aid system. We have three core program areas: (1) Pro Bono Justice, which expands legal services for Californians in need by developing and staffing innovative and effective pro bono projects with law schools, firms, and businesses around the state; (2) Healthy Nonprofits, which ensures legal services nonprofits have the business and management skills needed to survive and thrive, and (3) Californians for Legal Aid, which advocates for California legal services nonprofits on federal policy and funding issues. More information about OneJustice is available at www.OneJustice.org.

Position Description: Operating out of OneJustice's San Francisco office, the Development Assistant is a member of the Development & Communications team, which consists of the Chief Executive Officer, Donor Relations Manager, Corporate Relations Manager, Executive and Grants Coordinator, and Communications Associate. The Development Assistant reports to the Donor Relations Manager. OneJustice is an entrepreneurial nonprofit in a high growth phase. The Development Assistant will be a key player in achieving our regional and statewide fundraising goals, including standing up a robust Major Gifts Program.

This position is well-suited for someone who is passionate about social justice, interested in nonprofit fundraising, and hopes to gain exceptional work experience in a growing and active work environment. The position is part-time, with a regular schedule of 18 hours per week.

Key Responsibilities:

Donor Database Management

- Responsible for recording donations, generating acknowledgements, and overseeing the maintenance and integrity of donor information.
- Pulling information and generating reports in support/at the request of the rest of the Development team.

Donor Relations

- Assist Donor Relations Manager in implementing major donors program.
- Provide support to the Donor Relations Manager on seasonal fundraising efforts, which includes working with the Communications Associate on the design and creation of print materials, planning, and assembly of materials.
- Assist with the planning of Advisory Board meetings (five per year).
- Prepare and mail monthly new donor welcome packets.

Special Events

- Assist with OneJustice's annual fundraising gala, which consists of an awards presentation, silent and live auction, and roughly 300-350 attendees. Primary duties will include managing wine-pull, raffle, and live auction solicitation and tracking.
- Other Events: support Development team in organizing OneJustice "friend-raiser" events in the Bay Area and Los Angeles, including assisting with logistics with event hosts, tracking invitations and registrations, and working with the Development Team to ensure successful events.

Administrative Support

- Prepare and process monthly transaction reports.
- Other duties and responsibilities as needed by the Donor Relations Manager or CEO.

Qualifications/Requirements:

- Current students are encouraged to apply
- Familiarity with Microsoft Word, Excel, Google applications, and experience with fundraising databases and software preferred
- Demonstrated accuracy in alpha/numeric data entry
- Excellent eye for detail
- Outstanding written and verbal communications skills
- Demonstrated ability to manage multiple tasks concurrently
- Demonstrated ability to work both independently and as part of a team

Salary & Benefits:

- $15 per hour, not eligible for benefits
- 18 hours per week, (ideally 3 days a week, some flexibility)
- Ongoing performance evaluations and organizational culture of professional development
- Training for all required tasks
- Supportive team-based environment within a high-volume workplace

Application Process:

To apply, please visit: https://onejustice.bamboohr.com/jobs/view.php?id=4

Applications will be accepted on a rolling basis. In the online application system listed above, be prepared to submit the following information: 1) a cover letter explaining your interest in and qualifications for the position that describes relevant work and/or volunteer experience; 2) your resume; 3) two references; and 4) a response to the following question:

> OneJustice serves highly diverse communities. To ensure that we are best positioned to serve these communities, we strive to promote an evolving set of behaviors, attitudes and policies that enable us to work effectively in cross-cultural situations with clients, with our coworkers, and with our communities. We seek to create an inclusive and respectful workplace in which differences are acknowledged and valued. How have your personal background or experiences, professional or otherwise, prepared you to contribute to our commitment to cultural competency and diversity? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

To promote social justice and best serve our various communities, OneJustice is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups, as well as bilingual and bicultural candidates, to apply.