



Temporary Fundraising & Events Assistant

**girls
inc.**
of the Island City

MISSION

Our mission is to inspire all girls to be strong, smart, and bold^(SM) through innovative programs, activities, and advocacy and to provide before and after school child care services supporting youth and their families through Alameda Island Kids.

REPORTS TO: Database, Communications & Events Manager

LOCATION: Alameda, CA

POSITION DESCRIPTION

The Fundraising Assistant provides critical support to Girls Inc of the Island City's fundraising efforts through event planning and execution, data entry, and general support of the Development & Communications team. This position reports to the Database, Communications & Events Manager. This is a temporary position from November through March, and can be full- or part-time with a flexible schedule. In person.

Responsibilities:

Development & Communications Team Support

- Assist with annual gala fundraiser event planning and execution
- Manage the gala's silent auction in collaboration with the Events Manager
- Assist with data entry
- Process gala thank-you letters post event
- Support planning and coordination of Annual Holiday Sale
- Assist with donor mailings as needed
- Take photos of on-site program activities
- Other duties as assigned

Qualifications:

- General computer literacy and experience with Windows, Word, Excel, Google Suite, Adobe
- Knowledge of DonorPerfect and Greater Giving or willingness to learn
- Strong interpersonal skills

- Ability to carry up to 25 pounds
- Be available for occasional evening/weekend events
- Must be available to work the weeks of 2/27 - 3/20, and on the day/evening of 3/18/23.

Hours of Work: Temporary position, full- OR part-time, non-exempt.

Hourly Rate: \$25 to \$27 per hour, depending on experience

Girls Inc. of the Island City is based in Alameda, CA, and is a local affiliate of the national organization, Girls, Inc. Our mission is to inspire all girls to be **strong, smart, and boldSM**. We achieve our mission through innovative, research-based programs; hands-on, interactive activities; and advocacy. Our after-school and summer programs serve girls ages 6-18, and embolden them to embrace risks, increase confidence and self-esteem, and take action to achieve their dreams.

Interested candidates are encouraged to visit the GIIC website, www.girlsincislandcity.org, and “like” our Facebook page, to learn more about us.

If you are interested in applying or would like to know more about this position, please send email to sburton@girlsincislandcity.org. Please type Fundraising & Events Assistant as subject.