



DEVELOPMENT AND MARKETING ASSOCIATE

The mission of Girls Inc. of the Island City is to inspire all girls to be strong, smart, and bold 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.

POSITION DESCRIPTION:

Reporting to the Director of Development and Marketing, the Development Associate is responsible for the administrative aspects of development and marketing/communication activities. The Development Associate participates in all fundraising activities including donor relations, direct mail appeals, digital campaigns, and special events. This person is also responsible for managing the overall development and implementation of social media and marketing campaigns for the organization, under the supervision of the Director and in collaboration with the leadership team.

Fund Development

- Process donations and prepare acknowledgement letters and other correspondence.
- Create monthly fundraising reports and dashboards.
- Send appropriate documentation to process credits to donors.
- Manage relationships on the database and communicate accordingly with various stakeholders (Board of Directors, Executive Director, and the Director of Fund Development) for updates.
- Maintain foundation, corporation and individual donor files (on the database and server).
- Conduct preliminary research on prospective corporate, foundation and individual donors.
- Reconcile donations with the Finance Department monthly.
- Support administrative details associated with meetings.
- Coordinate productions and mailing of appeals and gala invitations.

Communications

- Coordinate, design and post social media and web content – facebook, instagram, LinkedIn, etc.
- Lead development of program marketing/recruitment materials in collaboration with the Director of Development and Marketing.
- Prepare materials for distribution (i.e. copying, filing, mailing, e-mailing).
- Assemble media and donor kits for events and meetings.

Events & Volunteers

- Maintain project plans and timelines and keep the team on track.
- Maintain guest lists, registration materials, and other duties as assigned for fundraising events.
- Collect and track volunteer hours.

Other duties as assigned.

Qualifications:

- 3-5 years of experience in fundraising and marketing
- Experience in social media and other forms of traditional marketing
- Knowledge of DonorPerfect and Greater Giving or willingness to learn
- General computer literacy with Windows, Word, Excel, Google Suite, Adobe, Canva
- Strong interpersonal skills
- Excellent verbal and written communications skills
- Ability to organize and prioritize work
- Ability to work independently
- A self-starter, data and deadline driven, and ability to multi-task with solid organizational and time-management skills
- A sense of humor and a positive attitude
- Awareness of one's own privilege and experience working with diverse populations and teams
- Be available for occasional evening/weekend events; including the annual Gala
- Ability to carry up to 25 pounds
- Have a valid CA Drivers License

Position Details

- Hours of Work: Full-time position, non-exempt.
- Hourly Rate: \$27-\$30 per hour depending on experience.
- Comprehensive Benefits:
 - Health, dental, vision insurance
 - Paid time off
 - Sick time
 - Retirement plan
- Schedule:
 - 8 hour shift; Monday to Friday,
 - Some weekend/evening outreach as needed for specific fund development and marketing functions
 - Some remote work may be negotiable

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.*** Visit the GIIC website, www.girlsincislandcity.org, and follow us on social media to learn more.

To apply please email a resume and cover letter to GIIC Director of Development and Marketing Renata Moreira, renata@girlsincislandcity.org ASAP. Applications are being reviewed on a rolling basis until the ideal candidate is identified. Please indicate "Development Associate" as the subject. Applications are being reviewed on a rolling basis until the ideal candidate is identified.

**** Individuals from all genders, backgrounds and traditionally underrepresented communities are encouraged to apply as we are committed to building and supporting an inclusive team that reflects the diversity of our communities.*