



Job Title: Development Assistant

Location: Sacramento, CA

Salary Range: \$15-17/hr Travel Required: 0-10% local

Work hours: 40hr/week M-F, some work on the evenings and weekends as needed. Events may require overtime

APPLICATIONS ACCEPTED BY:

E-MAIL: sscholz@saintjohnsprogram.org

SUBJECT LINE: Application: DEVELOPMENT ASSISTANT– (*inset your name here*)

In addition to your resume, please email a cover letter stating why you want to work for **Saint John's Program for Real Change** and what skills you have related to this job description that makes you a great fit for the position. APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED.

Role and Responsibilities

Supervised by the Director of Events & Corporate Relations, this is a great opportunity to make an impact and support the fundraising needs of *Saint John's Program for Real Change* while supporting the Development Team and Volunteers.

- Manages donor database, reporting, entry and maintenance.
- Manages all donor history through the use of eTapestry database and develops reports
- Helps with day-to-day administrative needs of the Development team including maintaining files/records, answering/returning voicemails/emails that come in for the Development team (general info), taking messages, faxing, photocopying, and correspondence. Helps schedule meeting and appointments, as needed.
- Manages social media and email outreach using Facebook, Instagram, Twitter and Constant Contact including taking photos, writing and posting.
- May speak on behalf of Saint John's at community and donor events to ensure that the Saint John's vision and mission statement are conveyed appropriately and effectively.
- Helps with special projects, including conducting research, preparing and editing correspondence, reports, and presentations.
- Assists in the implementation of assigned fund raising programs and activities.
- Develops or assists in development and implementation of public relations/fund-raising materials and special programs, such as direct mail, marketing collateral, etc.
- Provides excellent and timely customers service.
- Continually updates and corrects database records to maintain accurate and up-to-date donor contact information.
- Creates and distributes monthly Fundraising and Social Media calendar

Qualifications and Education Requirements

- Minimum 3 years of administrative support experience in a non-profit or marketing
- Extremely detail oriented and able to simultaneously manage numerous projects
- Strong in database work and social media postings

DESIGNED TO CHANGE LIVES. ONCE AND FOR ALL.

Saint John's Program for Real Change is a nonprofit organization dedicated to the eradication of homelessness for each woman and child we serve. Our mission is to provide more than food and shelter, we provide the ability to rise above devastating negative elements and achieve self-sustainability. We only hire individuals that are dedicated to fulfilling the promise of Saint John's mission to our community.