



## **Job Announcement – Development Associate**

Are you passionate about education, the environment, and environmental justice? Would you like to work with a small entrepreneurial nonprofit with staff and consultants who are committed to the full inclusion of all qualified individuals? Yes? Then we may have the perfect position for you.

Ten Strands is seeking an experienced Development Associate to work alongside the Director of Development, and implement the organization's comprehensive fundraising plan and achieve revenue goals. This is a unique opportunity to shape the fundraising function by directly supporting the organizational leadership team, while developing an in-depth and cross-functional understanding of Ten Strands' overall goals and objectives.

Ten Strands is an Equal Opportunity Employer and we do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

We seek to fill this position with someone who shares our values, including our organizational commitment to equity and inclusion. We encourage all interested individuals to apply — especially people of color including those from Black, Indigenous, Latinx, and Asian American Pacific Islanders communities.

### **About Us**

We believe California has the capacity to ensure that every student develops the knowledge, skills, and ability to make informed decisions about environmental issues facing our communities and our world. We work collaboratively to bring California schools, environmental education providers, teachers, parents, and students together to ensure a thriving planet for future generations. We strive to amplify the voices and share the narratives of all communities within California.

### **You Bring**

- Enthusiasm for our mission and a desire to share your fundraising experience.
- Fluency in Google Workspace and Microsoft Office and experience working with a CRM. You easily learn new and unfamiliar software and technology.
- Confident and flexible contributor with stellar organizational skills who is experienced in managing multiple concurrent projects/activities involving multiple

stakeholders. Consequently, you have an aptitude for interpersonal rapport building and working collaboratively with others.

- Exceptional time management and planning skills and ability to self-manage and follow through to ably and reliably meet multiple, concurrent deadlines.
- Communication skills, both written and verbal that are outstanding!

### **What You'll Do**

Reporting to and working with the Director of Development, you will be an integral part of implementing our fundraising strategies to scale our work statewide.

- Work closely with the Founder/President to cultivate and solicit an assigned portfolio of major donors, including scheduling meetings, preparing agendas, and tracking outcomes and next steps.
- Manage the gift processing and stewardship function, including accurately recording gift transactions, preparing tailored and timely gift acknowledgement letters, and serving as the primary liaison to our financial consultants; Track fundraising progress against revenue projections, identifying when to adjust donor engagement and solicitation strategies.
- Participate in strategy meetings to raise funds from individuals, foundations, corporations, and government entities; Oversee donor budget projections and tracking, prepare data, reports, and other relevant information for internal and external meetings.
- Collaborate on the research, submission, and tracking of detailed grant proposals and reports; Draft and copy edit Letters of Inquiry (LOIs), proposals, and reports.
- Research, identify, rank, and assist with the cultivation of new prospects.
- Carefully track all development activity in Salesforce CRM, running weekly reports to monitor donor engagement and giving trends; Maintain accurate and organized funder files on shared Google drive.
- Work with the Director of Development and Communications Manager to draft and manage the production and distribution of digital appeals, maintaining accurate donor list segmentation.
- Assist in the planning and execution of fundraising events, including support with collateral and visuals, invitation tracking, on-site needs, and post-event follow up.

### **What We Offer**

- Flexibility. Work is conducted in your home office or our office in the natural beauty of the Presidio of San Francisco
- Work-life balance. Paid Time Off (15 days to start), 10 paid holidays, and paid 'business days' between Christmas Day and New Year's Day
- 100% covered medical, dental, vision, life and long-term disability insurance for full-time regular employees
- 401(k) plan with discretionary contribution
- Salary \$55,000/yr – \$65,000/yr
- Work variety. Learning and development opportunities. Colleagues engaged in conversations about race, class, power and privilege, and dismantling systems of oppression as part of our commitment to equity, diversity, and inclusion

- Impact! We are a small entrepreneurial nonprofit with staff and consultants who are passionate about education, the environment, and environmental justice

If you are interested in being considered for this position, please email a cover letter and resume to Isabel Montilla, recruiter, at [ivegamontilla@gmail.com](mailto:ivegamontilla@gmail.com).