**JOB ANNOUNCEMENT**

**Development Associate (Full-time, Non-Exempt)**

**Organizational Overview**: Opportunity Fund was founded on the principle that a little seed money and the right financial advice can drive permanent and lasting change in the lives of Californians. As California’s largest microfinance provider, and a national leader in the microfinance movement, Opportunity Fund has helped thousands of people make basic yet transformative changes in their economic well-being. By offering microloans to aspiring entrepreneurs, and savings incentives to families and prospective college students, we provide the essential boost to empower individuals to reimagine their futures.

Certified by the U.S. Treasury, Opportunity Fund has a staff of 70+ and offices in San Jose, San Francisco and Los Angeles. Since making our first loan in 1995, our team has deployed over $300 million into low-income communities—and we are just getting started. Our vision is that all Californians have access to empowering financial products to improve their lives. To achieve this vision, Opportunity Fund seeks new members for our team who believe strongly in bringing economic opportunity within reach to everyone in our state.

**Position Summary**:

Opportunity Fund seeks a highly detail-oriented, self-starter to provide critical administrative support to all aspects of fund development and for the fundraising team. Working closely with the Director of Individual Giving, the Development Associate plays an important role by providing administrative support to the Development team and participating in fundraising activities including donor communications, public relations, direct mail appeals, special events, and database support.

The ideal candidate will have a passion for fundraising and an understanding of, and desire to help guide the donor through, the giving life cycle. Applicants should also demonstrate an interest in supporting Opportunity Fund’s mission by ensuring a high-quality, donor-centric approach to internal and external communications and events. With a high attention to detail and the ability to prioritize and multitask, this candidate should enjoy supporting a team of dedicated fundraisers. The candidate should also thrive in an entrepreneurial environment, and be enthusiastic about the critical role of philanthropy in furthering Opportunity Fund’s mission.

**Responsibilities:**

* Participate as an active member of the development team by providing excellent customer service and support both internally to the development staff and externally to our donors.
* Draft and distribute donor-centered correspondence for giving campaigns and donor stewardship as requested, including cover letters, appeals, gift agreements, reports, donor meeting packets and invitations, with attention to accuracy, personalization, and timely distribution.
* Work with the Database Administrator in gathering, entering, and formatting important donor information into the Microsoft Dynamics CRM database, continually updating database records and individual donor files onsite.
* With support from the Database Administrator, create and analyze fundraising reports to provide actionable recommendations and key findings of donor and giving trends.
* Assist with the collection and analysis of research data for individuals from surveys and other primary sources.
* Oversee acknowledgement process, assuring letters are sent within 48 hours of gift receipt; identify and generate special letters as needed.
* Assist with coordination of event logistics including maintenance of guest lists, gathering and preparing registration materials and other duties as assigned.
* Handle all administrative details associated with the Development team (i.e. prepare and distribute notices, agendas, minutes; help manage calendars; etc.)

**Qualifications:**

* A minimum of three years' experience, preferably in a not-for-profit and/or development office.
* Associates degree, Bachelor’s degree preferred.
* Computer literate and technologically proficient in standard word processing, spreadsheet and database software applications. Experience with a fundraising database preferred.
* Ability to work independently and successfully manage multiple projects with competing deadlines.
* A high attention to detail and strong organizational skills, with an eye for presenting information concisely and cleanly.
* Excellent interpersonal skills.
* Strong contributor within a team environment.
* Enthusiasm for Opportunity Fund’s mission of advancing the economic well-being of working people.

**Compensation, Benefits and Office Location**:

* Competitive salary, commensurate with experience;
* Medical, Dental, Vision, Life & Disability coverage 100% company funded for employees. Family coverage also available;
* Tax deferred 403(B) retirement plan offered (some employer contribution);
* Paid vacation (increased with tenure), holiday and sick leave days;
* Public transportation or paid parking benefit
* Location: Opportunity Fund’s San Jose Office, with trips to San Francisco office ~2ce monthly.

**To Apply:** Interested candidates should email jobs@opportunityfund.org with a resume and thoughtful cover letter that explains interest in the position and organization, how your skills and experience meet the requirements of the position, and how you heard of the position. Please specify “Development Associate” in the subject heading line.

Diverse candidates are encouraged to apply. Opportunity Fund is an Equal Opportunity Employer. www.opportunityfund.org