



Position: Development Associate
Reports to: Chief Development Officer (CDO)
Department: Fund Development
Location: San Francisco, CA
Position Type: Full-time, Non-Exempt
Start Date: February 1, 2017

Working Solutions (www.workingsolutions.org) is a Community Development Financial Institution (CDFI) with a mission to provide affordable capital and one-on-one consulting to help entrepreneurs start or grow small businesses. We prioritize serving low-income individuals, women, and minorities who lack access to conventional financing options. We provide small business loans (microloans) from \$5,000 up to \$50,000, five years of post-loan business consulting, and referrals to small business resources. We support microenterprise growth as a strategy to strengthen the local economy, create jobs, and build strong communities. Working Solutions has a growing team of 16 full-time employees with headquarters in San Francisco and satellite offices in San Rafael and Oakland.

The Opportunity

The Development Associate reports to the Chief Development Officer and will provide support to both the CDO and the CEO. This position requires a combination of exceptional written and oral communication skills, flexibility, innovative problem-solving, and an eagerness to provide current and prospective donors with outstanding customer service. The Development Associate communicates and collaborates effectively within the organization and across teams.

Key Duties

Administrative Support:

- Coordinate donor correspondence including accurate and timely donation acknowledgements;
- Assist with internal and external reporting and compliance, including administration and processing of individual donations and grant contracts;
- Provide support for the Development and Marketing Committee of the Board, including scheduling, correspondence, preparing meeting materials, and taking meeting minutes;
- Maintain electronic and hard copies of donor records to ensure documentation is accurate, complete, and updated at all times;
- Maintain accurate and up-to-date donor database;
- Assist with the department manual and make suggestions to improve and streamline the department's systems and processes;
- Other duties to support the work of the Fund Development Team as assigned.

Fundraising Support:

- Research and write briefings for donor cultivation meetings;
- Support CDO on submission of all grant proposals and reporting;
- Support CDO on management of institutional fundraising pipeline and all deadlines for corporate and foundation support;
- Coordinate with program staff to facilitate program feedback and data requests;
- Conduct research to identify new institutional prospects.



Event Coordination:

- Help with planning and coordination of organizational events, including Walking Tours and special initiatives such as the Whole Foods Local Producer Grant Program;
- Support implementation of the annual Invest in Dreams Breakfast, the organization's signature fundraising event for 250+ guests.

Social Media and Communications Support:

- Manage Working Solutions website, ensuring content is up-to-date and accurate;
- Assist with social media and maintain fresh content on four primary channels (Facebook, Twitter, LinkedIn, and Instagram);
- Create and send monthly email newsletter;
- Assist with donation solicitation mailings and emails;
- Identify award opportunities to highlight Working Solutions and work with CDO to complete and submit award nominations.

Necessary Qualifications

- Bachelor's degree and 1-2 years of nonprofit fundraising experience and at least 2 years of operations or administrative support experience;
- Proficiency in Microsoft Office platform (Word, Excel, Powerpoint);
- Trained or certified skills in Adobe Design Suite (Photoshop, Indesign, and Illustrator);
- Exceptional interpersonal and communication skills, written and verbal;
- Demonstrated social media experience, with an emphasis on Facebook and Twitter;
- Comfortable communicating and incorporating feedback from multiple stakeholders, including corporate, nonprofit, public sector executives, staff, and Board members;
- Deadline-focused with ability to handle multiple projects at one time;
- Superior organizational skills and meticulous attention to detail;
- Experience with customer service management (CRM) software and/or fundraising databases, especially eTapestry and/or Salesforce;
- Ability to take initiative and work independently as well as cooperatively with staff, volunteers, and clients in a culturally diverse, fast-paced environment.

Desired Qualifications

- Fluency in Spanish or another language in addition to English is preferred;
- Experience with public speaking and comfortable working with external partners to promote and act as a spokesperson for the organization;
- Knowledge of the field of entrepreneurship and microenterprise development.

Salary Commensurate with Experience

Excellent Benefits: Including but not limited to medical, dental, vision, 401(k), commuter checks, and generous holidays. *This position is based in San Francisco.*

Application Deadline: *Friday, January 6, 2017*

Please email resume and cover letter with the subject line "Development Associate" to jobs@workingsolutions.org. *No phone calls please.*

Working Solutions is an Equal Opportunity Employer.

930 Montgomery Street, Suite 400, San Francisco, CA 94133

www.workingsolutions.org