



## **JOB OPENING ANNOUNCEMENT: DEVELOPMENT ASSOCIATE**

Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships to thrive. We serve a densely populated mostly immigrant Los Angeles neighborhood where youth and their families face multiple systemic and individual barriers to achieving success. Bresee strives to create an exciting, challenging and rewarding work environment that allows our employees to flourish. We value integrity, community, resilience, life-long learning, and compassion.

**SUMMARY:** Under the guidance of the Development and Communications Manager, the Development Associate provides high quality administrative, grant writing, prospecting, and event support for the development and communications team, allowing the team to run efficiently and effectively.

### **ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:**

- Solicitation and Stewardship Support
  - Collaborate with the Development and Communications Manager and DEV/COM team to draft and submit solicitations of support, including letters of interest (LOIs) for grants.
  - Communicate with funders and donors over phone, email, and in-person to answer questions, provide needed documents, etc.
- Grant Writing and Prospecting
  - Draft and submit grants, as assigned
  - Collaborate with Program Directors on assigned grants and LOIs
  - Assist with prospecting new funders and relationships
  - Assist with tracking grant reporting and outcomes
- Gift Entry and Acknowledgement
  - Receive and record gifts to the Organization (checks, in-kind forms, cash contribution forms, ACH deposits) in the Development revenue log and in the Bloomerang database.
  - Maintain confidentiality and security of donor contribution files, both digital and physical.
  - Oversee timely and appropriate acknowledgement of all gifts, including thank-you letters and e-mail correspondence.
- Database Management
  - Run Bloomerang reports for the Development team, leadership team, and the Board.
  - Collaborate with the Operations team to reconcile gift records on a monthly basis.
  - Revise the data entry handbook to reflected updated best practices, as needed.
  - Update and maintain SYNC and DEV Google Suite Folder(s)
- Other
  - Support the planning and execution of fundraising and organizational events, including the annual Gala.
  - Contribute to team planning, decision-making, and continual improvement processes.
  - Participate in team meetings, all-staff meetings, and other Bresee activities as needed.
  - Support other Development & Communications team members with special tasks and projects where possible and appropriate.
  - Complete other tasks and duties as assigned.

**EDUCATION/EXPERIENCE/QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required. A qualified applicant must:

- Hold a Bachelor's Degree from an accredited college or university, or be currently enrolled in a Bachelor's Degree program.
- Be highly organized, with special attention to detail and accuracy.
- Demonstrate computer competency with Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; and CRM database systems.
- Have strong verbal and written communication skills in English.
- Have demonstrated experience working with urban youth and families, sensitivity to multicultural issues, and comfort working in multicultural, urban environment.
- Have outstanding teamwork, interpersonal relationship, and active listening skills.
- Have good organizational and time management skills.
- Manage sensitive, personal information with utmost discretion and confidentiality.
- Support Bresee's procedures and policies.
- Submit to and successfully pass a criminal history background check.
- Understand and support Foundation's *Vision, Mission, and Values Statement*.

**FLSA STATUS:** Non-Exempt, Regular, Full-Time

**COMPENSATION:** \$45,000 – \$50,000/annually

**BENEFITS:** Bresee offers competitive Employee Benefits to our Regular Full-Time Employees. We provide health insurance, dental insurance, voluntary vision plan, Employer Sponsored life insurance, Employee Assistance Program and Travel Assistance Program. We also provide generous PTO days that include paid holidays, vacation, sick pay, paid birthday holiday and much more.

**TO APPLY:** Submit a cover letter, resume, and writing sample (not to exceed 1 page) to [jobs@bresee.org](mailto:jobs@bresee.org) with the Subject Line: Development Associate job opening.

DACA, women, BIPOC, LGBTQIA+ people are encouraged to apply.

*Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.*