



JOB ANNOUNCEMENT

Development Assistant

Full-Time, Non-Exempt

At Walk San Francisco, we believe when you walk out the door to go to work, to school, to the park – anywhere – you shouldn't be risking your life by simply crossing the street. But every day an average of three people are hit while walking in San Francisco.

Walk SF exists to change this. Every day, we push for solutions to make our streets dramatically safer for everyone, of every age and ability. We believe San Francisco can become the most pedestrian-friendly city in the nation. And when walking is truly safe and joyful for all, this will bring immense health, equity, economic, and environmental benefits to our city.

We're looking for a new team member to help us with our lifesaving mission!

Our mission can't happen without our development team. The **Development Assistant** is absolutely crucial for keeping lots of pieces in motion and supporting our fundraising goals. The Development Assistant is supervised by the Senior Development Manager and is their right-hand person in growing our major donor program, harnessing data in a variety of ways, and building a strong ladder of engagement and membership base.

You'll enjoy this position if you're someone who: is systems-, detail- and data-oriented; enjoys solving problems and nurturing relationships; and is excited to be part of a small and collaborative organization doing big things!

You can be part of really leveling-up our fundraising, which means you will gain meaningful experience on a variety of fronts as we become more sophisticated and data-driven in our approach. There is a lot of need for problem-solving and smart ideas within this administrative position.

This is a salaried, non-exempt position, with a starting salary of \$58,000 - \$64,000. Benefits include two weeks of paid time off in year one, plus a bonus week (our office is closed between Christmas and New Year's); sick time; plus a wellness flex fund; professional development funding; and 401k match.

KEY RESPONSIBILITY AREAS

Principal responsibilities of the Development Assistant include:

Development Support and Research

- Set up meetings with donors for the Executive Director and Senior Development Manager.
- Prepare briefing materials before donor meetings.
- Update donor information in Salesforce.
- Pull monthly reports and summarize fundraising progress for Board and staff updates.
- Support special projects or events, like a major donor house party.
- Run all new donors through wealth screening software.
- Work with the development team to identify and prioritize new relationships to build.
- Maintain updated language and other information on various online fundraising-related platforms.
- Support pursuing, securing, and tracking corporate sponsors, and ensure sponsors get all benefits.

Gift Management and Salesforce

- Input and upload gifts from all online sources and checks into Salesforce.
- Work with the development team and the Salesforce consultant to streamline gift entry and ongoing reports, as well as integrating systems, like MailChimp, as possible.
- Work with our Salesforce consultant to create reports and dashboards to support fundraising needs and track membership growth/activity.
- Create workflows/tasks/tracking within Salesforce for the development team.
- Create lists in MailChimp to allow us to segment emails to members/non-members.
- Support clean data and robust profiles of all our contacts in Salesforce.

Membership and Mailings

- Order, maintain, and ship membership gifts like t-shirts.
- Set up and send out all membership-related emails.
- Conduct all email and print mailings to current and expired members, sponsors, and foundations including thank yous, renewal letters and postcards, special postcards, fundraising appeals, and the impact report.
- Coordinate materials and oversee volunteers at Walk SF membership tables at major events (SF Stair Challenge, JFK Celebration, Peak2Peak).
- Respond to member- and event-related questions and needs via phone and email.

EXPERIENCE AND QUALIFICATIONS OF OUR IDEAL CANDIDATE

While no one person will embody every quality, our ideal candidate will bring many of the qualifications and attributes listed below:

- Organized, meets deadlines, highly detail-oriented, and has a can-do attitude
- Experience in an office environment and with customer service
- Interest in nonprofit organizations, including fundraising/development
- Working knowledge and comfort with Google Suite
- Comfort and ability to learn new technologies
- Experience using a CRM, completing data entry, and conducting online research. Salesforce experience is a big plus.
- Experience and intermediate skills with Google Sheets and/or Microsoft Excel is also a big plus.
- Commitment to Walk SF's mission of creating the most pedestrian-friendly city in the United States.

HOW TO APPLY

To apply, please send: 1) a cover letter that includes where you heard about the position, your reasons for applying, and the relevant experiences you would bring to this role; and 2) your resume.

Please merge these two documents into one PDF with a file name that includes your last name and "Development Assistant") and email to careers@walksf.org. Use the subject line: Development Assistant Application. Resumes submitted without a cover letter will not be considered.

This opportunity was posted on January 26, 2024.

MORE ABOUT US

Our staff is focused on making positive change in the world, honors and supports diversity in the workplace, and is committed to being intentionally inclusive in all our relationships.

Walk SF sees our work to contribute to ending systemic racism as ongoing, and our Board and staff identify and take meaningful actions internally and externally as an organization in support of this. We recognize that transportation policy can play a key role in creating a more equitable city and world.

Walk SF is committed to providing a workplace that is free from discrimination and harassment on the basis of race, color, religious creed, national origin, age, sex, marital status, sexual orientation, gender identity, disability, medical condition, veteran status, or any other classification protected by applicable law in employment or service policies and practices.

Currently, we have a hybrid working environment with 2 days minimum in-office each week. Our office is in the Mission District and is ADA accessible and close to transit and bike share. We are a flexible, family-friendly, collaborative workplace that makes time for team bonding and volunteer service.

Walk SF's strategic plan commits our organization to determine our highest priority projects and campaigns through an equity lens. Walk SF focuses our program activities on communities and/or geographies where issues of equity are most at play. Crash data shows that San Francisco's residents living in communities of concern suffer the most from traffic violence. These are communities with the most low-income people, immigrants, communities of color, seniors, children, and people with disabilities.

Learn more about us at walksf.org, especially our blog and most recent impact report.