



JOB/POSITION TITLE: Development Assistant

Date Revised: November 2021
Reports to: CEO
Supervises: N/A
Classification: Part-Time; Non-Exempt*
Location: Remote (Home office based in Long Beach, CA)
Position Hours: 15-25 hours weekly
Salary: \$20/hour
**Benefits not included*

How to Apply: Send a COVER LETTER and resume to info@braveglobal.org
(Use the subject line: "Development Assistant – *your name*")
Applications accepted until December 31, 2021
Interviews conducted: Early January 2022
Start date: February 2022
No phone calls please

ABOUT THE ORGANIZATION:

The Brave Global mission is to connect and empower youth to prevent exploitation and trafficking. The primary focus of Brave's programming is with young people in the child welfare and juvenile justice systems, including those in foster care, the probationary systems, and runaway and homeless youth. Brave Global began in 2014 as a grassroots effort, in response to the startling statistic that 70-80% of girls rescued from human trafficking in the USA have spent time in the foster care system. By 2017, the Brave momentum was taking off with five Brave Chapters launching in the USA and the Inaugural Brave Youth Empowerment Conference taking place in the Democratic Republic of the Congo. Today, Brave Global continues to expand with over 25 U.S. chapters and efforts in five countries, including Canada. Even COVID-19 did not stop the Brave movement: Brave went virtual and continued to reach and empower hundreds of girls, providing solutions for online engagement through virtual conferences, video series, and curriculum focused on the issues surrounding 2020. Over the last seven years, Brave Global has developed a strong reputation for thriving partnerships with entities such as local child protective services, probation departments, school districts, and youth serving organizations. Learn more at www.braveglobal.org.

JOB/POSITION SUMMARY:

The role of the Development Assistant is to ensure the smooth operations of Brave Global's Advancement Department by providing administrative and clerical support to the CEO, as well as handling a portfolio of donors. The position requires excellent communication, attention to detail and time management skills.

This is an entry-level development position – ideal for the candidate looking to grow in the nonprofit development sector or a seasoned development assistant looking for a remote support role.

POSITION RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Donor Relationship Management: (5 hours/week)
 - Serve as first point of contact for incoming donor inquiries through email and phone
 - Respond to contribution inquiries and requests for information about fundraising and/or directs to appropriate staff member
 - Conduct preliminary research on prospective individual donors
 - Solicit, cultivate, and steward mid-level donors in support of the organization's mission and programs
 - Manage Corporate Partner program – ensuring consistent communication with and tracking of current corporate partners, as well as outreach to potential new sponsors

- Track Brave Global and other relevant news; as well as google alerts for donors in portfolio. Make recommendations for outreach to CEO designed to deepen donor engagement.
- Database Management: (Little Green Light) (5-7 hours/week)
 - Manage timely and accurate gift entry, ensuring all gifts (including cash, pledges, in-kind, other) are properly documented in donor database
 - Generate all donor acknowledgment letters, including handwritten cards and new donor welcome kits
 - Ensure data integrity through accurate data entry and ongoing clean-up efforts
 - Update donor records with any changes or outbound communications and track donor stewardship efforts in the database
 - Prepare data searches and exports as needed to produce detailed and accurate reports derived from database for use in mailings, data analysis, annual report, prospect analysis and budgeting. Audits and confirms accuracy of lists.
 - Maintain email subscriber list and segment out portions of subscriber audience as necessary based on communications and email marketing needs
- General Organization Support: (varies)
 - Coordinate annual filings for state registration and donor transparency groups (Guidestar, BBB Wise Giving)
 - Coordinate in-house mailings, including annual custom solicitation letters to major donors and pledge reminders
 - Assist in development of agency collateral and communication pieces, including Brave Global letters, newsletters, email campaigns, social media and blog content
 - Support logistics for donor-related events and other donor engagements as needed
 - Participate in development strategic planning to meet fundraising goals
 - Document departmental processes and procedures and consistently updates development handbook
 - Manage direct mail process in partnership with an outside vendor

JOB SKILLS AND ESSENTIAL FUNCTIONS:

- Conscientious in execution of duties with a strong attention to detail
- Strong organizational, administrative, and time management skills
- Proficient user of Microsoft Office programs, specifically MS Word, Excel, and Outlook
- Ability to work both independently without close oversight, but also as a member of a team
- Ability to maintain confidential office information, including donors, contributions, and all constituent information
- Initiative-taker, highly organized and detail oriented with the ability to work independently and effectively

JOB QUALIFICATIONS:

- Bachelor's Degree preferred
- Prior experience with donor management software preferred
- Excellent computer skills including: Microsoft Word, Excel and Outlook. Ability to use the internet a must.