



Job Announcement for Administrative/Development Associate

Title:	Administrative/Development Associate	Work Schedule:	30 hours/week
Reports to:	Organizational Director	Job Status:	Non-exempt

Organizational Description: Founded in 1991, People Organizing to Demand Environmental and Economic Rights (PODER), has organized with low-income Latino immigrant families to create local solutions to the environmental and economic inequities faced in San Francisco's Mission, Excelsior and other southeast San Francisco neighborhoods. PODER organizes with Latino immigrant families, along with other low-income communities of color, to cultivate community rooted solutions that create a society where immigrant rights, social, racial, economic, and environmental justice are central to the world in which we live.

Job Summary: The Administrative/Development Associate will provide administrative support to the Organizational Director and other staff to ensure an efficient, well-run and digitally secure office environment. Additionally, the Associate will work with the PODER's Organizational Director and Resource Mobilization Action Team to develop and implement grassroots fundraising strategies, assist with the monitoring and execution of foundation and government grants, sustain the financial health of the organization, and manage IT consultants and administrative volunteers.

Major Responsibilities include but are not limited to:

I. Administrative Responsibilities

- Process and prepare invoices and reimbursement requests to be signed by Organizational Director and submitted to fiscal sponsor.
- Process cash, checks and income received for transmittal to fiscal sponsor.
- Reconcile Purchase Card and submit statement to fiscal sponsor on a monthly basis.
- Maintain vendor relations and files, research new vendors as necessary.
- Maintain communications and serve as a liaison with PODER's fiscal sponsor.
- Manage existing office and technology equipment, technology planning and implementation, and supervise technology vendor relations and consultants.
- Prepare contracts and MOUs with external vendors, partners, and consultants.
- Manage and order supplies.
- Assist with the mail out of member calendar, newsletter, and other publications.
- Review financial reports for internal and external uses.

II. Development Responsibilities

- Work with the Organizational Director on all aspects of institutional, grassroots and major donor fundraising.
- Update development work plans and assist with planning and implementation.
- Conduct grant prospecting.
- Update CiviCRM database, including processing donations and dues from individual donors and members.
- Assist in the development and implementation of strategies for acquiring, retaining, and upgrading donors.
- Write appeal emails, letters, social media posts, and other fundraising materials in Spanish and English.



- Maintain and update PODER's on-line fundraising platform.
- Make verbal pitches and collect member dues at PODER's events.
- Establish and manage relationships with individual donors and members.
- Execute communications strategies targeting donors and members in Spanish and English.
- Analyze donor conversion and retention rates.
- Coordinate and facilitate Resource Mobilization Action Team meetings.
- Coordinate planning for grassroots fundraising campaigns and events such as house parties that involve staff, board, members, and volunteers.

III. Miscellaneous Responsibilities

- Attend weekly staff meetings.
- Attend Board meetings (bimonthly).
- Assist in writing, editing and producing organizational newsletter, content for website, mass texts and other publications in Spanish and English.
- Develop and implement a personal development plan.

IV. Qualifications

- Passionate about the mission of PODER.
- Previous fundraising experience with demonstrated track record of successful fund development and event planning.
- Grant writing experience preferred.
- Self-directed in order to prioritize and handle multiple responsibilities with maximum flexibility in a multi-tasking environment.
- Exemplary interpersonal skills; able to build relationships with PODER's diverse staff, community members, allies and donors.
- Excellent written and verbal communicator.
- Ability to create and maintain development records and tracking systems.
- Ability to work both independently and in a team environment.
- Able to think strategically and conceptually.
- Bilingual; Fluency (written and oral) in English and Spanish.

V. Salary

Salary and benefits package is commensurate with education and experience.

Please submit a cover letter, resume, and list of three references to Antonio Diaz, Organizational Director, at 474 Valencia Street, #125, San Francisco, CA 94103 or at newhire@podersf.org.

PODER, a project of the Tides Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the Lesbian, Gay, Bisexual, and Transgender communities. Pursuant of the San Francisco Fair Chance Ordinance, we will consider qualified applicants with arrest and conviction records for employment.