



JOB POSTING

JOB TITLE: Development Assistant

SALARY RANGE: \$24.00/hr. -- \$24.96/hr.

CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan.

FLSA Classification: Non-Exempt/Hourly, full-time, regular

Classification: CHIRLA recognizes a staff bargaining unit affiliated with AFSCME Local 4501. This position is included in CHIRLA's bargaining unit and covered under the terms of the collective bargaining agreement.

REPORTS TO: Deputy Director of Development

START: Immediately

LOCATION: Los Angeles, Headquarter

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions, and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

POSITION DESCRIPTION:

CHIRLA is seeking an experienced Development Assistant to support the daily operations of the department, including gift processing and acknowledgements, financial reporting and reconciliation and database maintenance. This position will provide administrative support to the department and plays an important role as grants and contracts liaison with the accounting team. The Development Assistant needs to have a high attention to detail and an ability to juggle multiple tasks simultaneously. The Development department engages in grants, contracts, individual giving, and special events funding. It is a great position for someone who wants to learn more about fundraising and has a desire to learn more about the administration of nonprofits.

RESPONSIBILITIES AND DUTIES:

- Provide administrative and logistical support to the Development team.
- Responsible for the departmental supplies and stationery including postage and postal accounts, and other supply inventory of development-related envelopes, stationery, and pamphlets.
- Support special events including managing timelines, location and vendor relations, production support, and more.
- Collaborate and coordinate with program staff to identify and plan effective, smooth volunteer engagement to support annual fundraising campaigns.
- Coordinate the planning and implementation of CHIRLA's annual fundraising gala as well as other educational, cultural and grassroots fundraisers, house parties and other events.
- Support the dissemination of updated materials for donors/funders/members on CHIRLA programs, initiatives, and accomplishments.
- Support with the development and delivery of CHIRLA's annual report.





- Responsible for drafting email communications for internal and external fundraising announcements.
- Coordinate the planning and implementation of funder and donor site visits.
- Assist with coordination of developing impact stories for annual reports and other reports
- Support with building and managing vendor and other external partnerships for annual fundraising campaigns.

SKILLS AND QUALIFICATIONS:

Required

- Minimum of two years of experience in administrative support, preferably in a nonprofit organization.
- Excellent communication skills speaking, listening, and writing.
- Excellent computer skills and proficiency with Microsoft Office and Salesforce.
- Highly organized, self-motivated, and able to work independently to meet goals.
- Effective organizational & communication skills.
- Strong ability to multi-task, prioritize and work under pressure to meet multiple competing deadlines.
- Ability to manage competing deadlines and multiple projects at various stages of development using effective organizational skills and attention to detail.
- Ability to exercise judgment and discretion in the execution of all duties and responsibilities.
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities.

Preferred

- Bachelor's degree from an accredited college or university or equivalent combination of education, training, and additional experience.
- Effective creative skills and strong interpersonal skills to support diverse team of professionals.
- Ability to juggle multiple high-pressure work-streams at once.
- Exceptional customer service skills with demonstrated ability to respond with urgency to the needs and requests of team members.

Desired Traits or Characteristics

- Strong organizational skills; exhibits strong judgment; self-starter; works well in a fast-paced environment.
- Ability to learn new software, such as Salesforce, to support with data management tasks.
- Ability to adjust to changing conditions or priorities.
- Demonstrate capacity to absorb and effectively respond to complex issues in a timely manner.
- Strong commitment to CHIRLA's mission of empowering low-income community groups
- Strong interpersonal skills, including the ability to successfully relate to community residents.
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities.

To apply, send resume and cover letter to: jobs@chirla.org
Subject Line should read: **Development Assistant**

