



### **DEVELOPMENT OPERATIONS ASSOCIATE (Part-Time)**

San Francisco Parents is seeking a Part-time Development Operations Associate to join our growing team. The Development Operations Associate will play a key role in maintaining and improving our donor database, supporting fundraising campaigns, and assisting in donor stewardship activities. If you are passionate about our mission and have a knack for detail-oriented tasks, we invite you to apply. This is a part-time position, with a time commitment of minimum 12 hours per week, and to not exceed 20 hours per week.

#### **What you'll do:**

- Gift Processing:
  - Process donations, ensuring accurate and timely acknowledgment of gifts.
  - Generate and distribute donation receipts and thank-you letters to donors.
  - Collaborate with the team to reconcile donations and financial records.
- Donor Database Management:
  - Maintain accurate and up-to-date donor records in our database.
  - Ensure data integrity by regularly reviewing and cleaning donor information.
  - Assist in segmenting donor lists for targeted communications and campaigns.
- Fundraising Support:
  - Provide administrative support for fundraising campaigns, including mailings, email communications, and event logistics.
  - Assist in the creation of fundraising materials and collateral.
  - Coordinate donor outreach efforts, including scheduling donor meetings and calls.
- Pipeline Dashboard Updating and Management:
  - Maintain and update a fundraising pipeline dashboard to track the progress of fundraising efforts.
  - Collaborate with the team to ensure accurate data entry and pipeline management, including managing notes and next steps.
- Donor Communications:
  - Assist in drafting and editing donor communications, such as newsletters and fundraising appeals.
  - Support donor recognition and stewardship efforts to ensure donors feel valued and appreciated.
- Reporting and Analysis:
  - Support the team to generate regular reports on fundraising progress, donor retention, and engagement.



### **How you'll do it:**

#### Attention to Detail:

- Accurate record-keeping and data management are crucial in fundraising operations. The ability to meticulously maintain donor records, process gifts without errors, and ensure compliance with regulations demonstrates attention to detail.

#### Communication Skills:

- Effective written and verbal communication is essential for donor stewardship, grant writing, and creating fundraising materials. Being able to convey the organization's mission and impact to donors and stakeholders is key.

#### Organizational and Time Management Skills:

- The role involves juggling multiple tasks, deadlines, and projects simultaneously. Strong organizational and time management skills are vital to keep fundraising operations running smoothly and efficiently.

### **Qualifications:**

- Commitment to the mission and values of San Francisco Parents.
- Previous experience in non-profit fundraising or development operations is a plus.
- Proficiency in database software and Microsoft Office Suite.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Attention to detail and ability to maintain confidentiality.
- Self-motivated and able to work independently as well as part of a team.

### **Details**

- Hybrid work environment (Majority of work can be done remotely, but may need to come to office up to 4 x per month)
- Must be able to stand or sit for prolonged periods.
- Must be able to lift, carry, or transport educational or promotional materials and/or equipment weighing up to 50 lbs.

### **To Apply**

To apply for this position, please: 1) fill out and submit a [Development Operations Application](#), and 2) send your resume/CV to [admin@sfparents.org](mailto:admin@sfparents.org). If you have not heard back from us after 5 business days of submitting the application form and your resume, or if you have any additional questions about the position, please contact SF Parents at [admin@sfparents.org](mailto:admin@sfparents.org)



## About SF Parents

SF Parent Coalition is a 501c3 nonprofit and SF Parent Action is a 501c4 political advocacy nonprofit. Our parent advocacy collective was formed during the summer of 2020, in response to the pandemic education crisis when, in San Francisco, local education leaders were ignoring family voices and disregarding the needs of students. The grassroots movement began by going out into communities, listening to parents of all backgrounds, and then lifting up their concerns and desires to school district leaders and the S.F. Board of Education. In just a few months, the group grew from 100 parents to more than 1,000, with members from more than 110 schools in SFUSD.

## Vision and Values

SF Parent Coalition and SF Parent Action envision a future where San Francisco is one of the best places in the country for children and youth of all races, socioeconomic backgrounds and abilities to grow up and get an excellent public education.

- We connect and empower parents across San Francisco.
- We center the needs of children and youth.
- We believe in the vital importance of public education.
- We advocate with integrity.
- We hold decision-makers and ourselves accountable, particularly to equitable outcomes for SFUSD students.
- We build community with joy, one conversation at a time.

SF Parent Coalition and SF Parent Action are in support and alignment with SFUSD's equity values that provide all students the quality instruction and equitable support required to thrive in the 21st century.