



## Development Associate - 1.0 FTE

### Company Description

[Rise University Preparatory](http://www.riseprep.org) is a non-profit Christian independent high school in San Francisco's Bayview neighborhood for primarily low-income, first-to-college, and Bayview residents. Rise Prep's model is built on combining the power of a top-notch education with a committed long-term community to facilitate bright futures for each of our scholars and break long-held cycles of intergenerational poverty. Rise Prep is sustained through the financial generosity of individuals and organizations that believe in our model and who fund 90% of the actual cost of student tuition, with Rise families contributing the remaining 10%. Continuing to extend that base of supporting organizations and donors is critical for us to further our mission in the Bayview neighborhood.

### Job Description

The Development Associate will work closely with the Development Director to implement Rise Prep's year-round fundraising strategy and future plans. The role focuses on donor tracking, events and engagement. This is a high impact role that will directly impact the lives of students and teachers at Rise.

### You will:

- **Be a DETAIL-ORIENTED ASSOCIATE:** Maintain donor **Salesforce CRM** with an eye to building its functionality and integration to serve the school; create and maintain campaign, event and program trackers; be the primary scheduler for donor meetings; be the frontline intake for communications that come to the Development Team; be in charge of all mailings. (Includes thank you letters, acknowledgments, donation logs, strategic reports and end of year donation summaries)
- **Be an EVENTS PLANNER:** With development team, organize open houses and school tours for potential donors. Plan annual gala and auction with planning committee, plan graduation, and plan smaller events (advocate day)
- **Be a BACKEND SUPPORT for the ADVOCATE PROGRAM:** Maintain and sustain the current student advocate program by facilitating communication and meetings between advocate and student; host two advocate luncheons
- **Be a MARKETING/MEDIA IMPLEMENTER:** Compose email campaigns and social media to drive donor awareness and engagement

## Essential Job Functions and Responsibilities

- Detail-oriented and on task. Helps facilitate the functioning of the larger team.
- Ability to adopt tools like Salesforce CRM (Non-Profit Success Pack), event registration, ticketing, peer to peer funding, etc. to increase impact of development efforts
- Be familiar with the Bayview-Hunters Point neighborhood, city and greater Bay Area, its socioeconomic diversity, various perspectives and desires of both the people we serve and the people with whom we partner
- Understanding of biblical stewardship and generosity, and demonstrating commitment to the Christian faith and to serve the marginalized; serve as Christian role model for students and families and donors
- Attending certain evening or weekend meetings/events
- In person in office required for minimum of half the time or equivalent of 2.5 days/wk.
- For school or event purposes, the ability to lift, carry and transport weighty objects and necessities.

## Application Instructions:

Interested candidates should submit a letter of interest and resume to: [talent@riseprep.org](mailto:talent@riseprep.org). All applications will be handled with confidentiality.