



Development Associate - 1.0 FTE

Company Description

[Rise University Preparatory](#) 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. All applications will be handled with confidentiality.