

**Job Title: Development & Marketing Associate**

Status: 30 hr/week, Non-Exempt

Hourly Rate: \$30-32/hr (*based on experience*)

Reports to: Director of Development & Marketing

Schedule: Monday-Friday, 8-hour shift, some weekends/evenings during fundraising campaigns.

Location: Alameda, CA

About Girls Inc. of the Island City

Girls Inc. of the Island City inspires all girls to be strong, smart, and bold through innovative programs, advocacy, and child care services. We support youth and families across Alameda with equity-centered programs that amplify leadership and confidence in youth ages 5-18.

Position Overview

The **Development and Marketing Associate** is responsible for key administrative functions and some creative aspects of all development and marketing initiatives. The Associate contributes to a range of fundraising activities – including direct mail appeals, digital campaigns, special events and donor relations – and supports the planning and implementation of organization-wide marketing initiatives.

The Associate is also responsible for maintaining the donor database and ensuring smooth coordination of development operations.

This is an exciting opportunity for a collaborative, detail-oriented individual looking to deepen their experience nonprofit fundraising and communications while contributing to a mission-driven team.

Key Responsibilities

Fund Development

- Process donations, manage donor credit documentation process and reconcile records with Finance, and prepare timely acknowledgments.
- Maintain accurate donor records in DonorPerfect; generate and distribute monthly reports and dashboards to relevant stakeholders.
- Coordinate fundraising mailings, donor stewardship touchpoints, and appeal campaigns.

- Support donor prospecting and portfolio management by conducting research on corporate, foundation, and individual prospects using WealthEngine (training provided, if needed); assist with data entry and updates.

Marketing & Communications

- Support content creation and scheduling across platforms including email, social media, and the website.
- Maintain and track Development & Marketing Calendar in collaboration with the Director of Development & Marketing and Program Leadership, delivering all recruitment materials, and marketing/email campaigns on time.
- Collaborate with the Director of Development & Marketing and Program Leadership on outreach and recruitment campaigns (print and digital).
- Assist with basic design tasks (Canva graphics, flyers, media kits, donor kits, etc.) and prepare materials for distribution.

Events & Campaigns

- Assist with project planning, timelines, and execution of events such as the annual gala and seasonal fundraising campaigns and outreach events.
- Manage guest lists, coordinate event logistics, and support follow-up communications with all donors and event participants.
- Manage communications with Development & Marketing volunteers

Administrative & Cross-Team Support

- Provide administrative support and meeting participation/collaboration with senior leadership and relevant committees
- Coordinate printing, mailing, and filing across the organization
- Perform other duties as assigned

Qualifications:

- Highly organized, proactive, deadline-driven, and detail-oriented, with experience building out and maintaining project management tools such as [Monday.com](https://monday.com)
- 3-5 years of relevant experience in fundraising, marketing, and/or nonprofit operations.
- Experience in traditional and digital marketing, including social media strategy and execution
- Familiarity with tools like DonorPerfect (or similar CRM), Constant Contact, Google Workspace, Canva, Adobe, Microsoft Suit
- Willingness and curiosity to learn new systems such as ReadySet Auction, WealthEngine, etc.
- Excellent verbal and written communications skills
- Comfortable working independently and on a team
- Ability to lift and carry up to 25 pounds

- Valid CA Drivers License
- Cultural humility and an awareness of one's own privilege; experience working with diverse populations and teams.
- Ability to work occasional evening/weekends; including during the Annual Holiday Market and Women Who Dare (Annual Fundraising Gala)
- A sense of humor and a positive attitude

Benefits

- **Comprehensive health coverage** – including medical, dental, and vision insurance to support your well-being.
- **Generous time off** – paid vacation and sick leave so you can rest, recharge, and take care of yourself and loved ones.
- **Retirement savings plan** – with organizational contributions to help you plan for your future.
- **Ongoing professional development** – opportunities to grow your skills and advance your career through training, workshops, and learning resources.

Girls Inc. of the Island City is based in Alameda, CA, and is a local affiliate of the national organization, Girls, Inc. Our mission is to inspire all girls to be **strong, smart, and boldSM**. We achieve our mission through innovative, research-based programs; hands-on, interactive activities; and advocacy. ***Our after-school and summer programs serve girls ages 5-18, and embolden them to embrace risks, increase confidence and self esteem, and take action to achieve their dreams.*** Visit the GIIC website, www.girlsincislandcity.org, and follow us on social media to learn more.

To Apply

Please email your resume and cover letter to Renata Moreira, Director of Development and Marketing at renata@girlsincislandcity.org.

Subject line: "Development Associate Application." Applications are being reviewed on a rolling basis until the ideal candidate is identified.

Applications will be reviewed through July 10, 2025. The search may be extended or closed early if the ideal candidate is identified sooner. All interested candidates are encouraged to apply at their earliest convenience. Due to non-profit budgetary constraints, there is no room for negotiation on the hourly rate. Some remote work may be negotiable, depending on the calendar of events and campaigns.

****** Individuals from all genders, backgrounds and traditionally underrepresented communities are encouraged to apply as we are committed to building and supporting an inclusive team that reflects the diversity of our communities.***