About John Burton Advocates for Youth
John Burton Advocates for Youth (JBAY) is a nonprofit organization working to improve the quality of life for youth in California, who have been in foster care or homeless, by advocating for better laws, training communities to strengthen local practices and conducting research to inform policy solutions.

Diversity and inclusion are fundamental JBAY values. Together, our organization works to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our workforce, constituents, and our state, connecting us closer to the communities we serve. JBAY was founded in 2004 by California State Senator John Burton and has offices in San Francisco and Los Angeles. For more information about our work visit www.jbay.org

Summary of Development Associate Position: JBAY is recruiting a Development Associate to assist the Development Director and oversee the administration of the Development Department. The Development Associate position is an excellent opportunity for an early-level development professional seeking to broaden their skills, learn hands-on fundraising and best practices and make a positive impact in the lives of youth who have been in foster care or experienced homelessness.

This position will be based in San Francisco with a minimum of two days in the office.

Responsibilities of Development Associate Position

Administration
- Entering contributions into Salesforce
- Pulling reports from Salesforce
- Entering grants & deliverables into Salesforce
- Process checks in-office two to three days a week
- Mail merge, print and mail thank you letters
- Manage online donations
- Assist in managing fundraising pages on website (Wordpress)
- Assist in regularly reconciling contributions with the JBAY accountant
- Maintain accurate foundation records
- Assist in writing grant proposals and reports
- Work collaboratively with the JBAY team to provide all necessary information for the annual audit

Fundraising
- Assist in identifying grant opportunities that align with the mission of the organization
- Assist in writing letters of intent and grant proposals
- Support JBAY events with planning and logistics
- Assist with execution of mail campaigns
- Donor outreach for fundraising and stewardship
- Conduct individual donor and foundation prospect research
Communications
- Design and layout monthly electronic donor newsletter
- Prepare multiple social media posts weekly
- Assist in preparing materials for board and committee meetings
- Prepare email blasts as needed

Qualifications and Skills Required
- Bachelor’s Degree
- Minimum of two years fundraising experience
- Strong working knowledge of Salesforce, Microsoft Office suite and Google
- Desire to excel in the area of fundraising
- High standard of excellence and attention to detail
- Self-motivated
- Ability to manage several projects or tasks at once
- Ability to work on deadline
- Excellent written, interpersonal and verbal communication skills
- Ability to understand the breath of JBAY programs and the fields of foster care and youth homelessness

Salary & Benefits
The salary is competitive and based on experience. This is a full-time exempt position. JBAY offers a generous benefits package that includes health, dental, vacation and sick time and 401k matching contributions. The starting salary range for this position is $62,000 to $73,000

To Apply
Send resume and cover letter, which includes a description of your interest in the position, qualifications and salary requirements, to info@jbay.org.