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. People of color, women, people with disabilities, and people of diverse sexual orientations and gender identities are encouraged to apply. 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.

Job Summary
The Development Associate position will assist the Executive Director and oversee the administration of the Development Department. The Development Associate position is an excellent opportunity for a 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.

Job Responsibilities

Fundraising
- Assist with execution of fundraising campaigns (mail and digital).
- Assist in writing grant proposals and reports.
- Provide planning and logistical support for JBAY events and meetings.
- Conduct preliminary research on prospective corporate, foundation and individual donors.

Administration
- Process donations, prepare acknowledgment letters, and create reports as needed.
- Maintain accurate records in Salesforce, Google Drive, and other online platforms.
- Update and manage the JBAY website through WordPress.
- Work collaboratively with the Office Manager to maintain financial policies and procedures.
- Support the JBAY team as needed to provide necessary information.

Communications
- Create two weekly social media posts, manage the social media calendar and manage the overall social media strategy for the organization.
- Write two blog posts monthly featuring the accomplishments of JBAY.
- Prepare regular electronic newsletters to donors and partners.
- Assist in gathering materials for board and committee meetings.
- Copyedit articles, blogs and other forms of communication.

Required Knowledge, Skills and Qualifications:
- Bachelor’s Degree in a related field.
● Minimum of two years of fundraising experience.
● Proficiency with Microsoft Office Suite and Google.
● Strong working knowledge of Salesforce and WordPress.
● Proficiency with social media platforms (Facebook, Instagram, Twitter).
● Desire to learn and excel in the area of fundraising.
● High standard of excellence and attention to detail.
● Ability to present information concisely and effectively, both verbally and in writing.
● Ability to multi-task, research and meet deadlines
● Ability to work independently with little supervision.
● Ability to understand the breadth of JBAY programs and the fields of foster care and youth homelessness.
● A sense of humor and a positive attitude.

**Working Environment**
This is a hybrid position working in the San Francisco office 2 days a week and remote 3 days a week.

**Salary**
This is a full-time exempt and at-will position. The starting salary range is $64,480 to $65,675. Salary is commensurate with experience.

**Benefits**
JBAY provides an extensive benefits package including:

- 100% employee coverage of health, dental and vision; 50% coverage of spouse and/or dependents
- Vacation starting at three weeks per year
- 11 federal holidays
- Retirement plan with a match up to 5%
- Up to $75 monthly cell phone stipend

**To Apply**
Please send your cover letter and resume outlining your fit for the role as a PDF document to info@jbay.org. Please use “Development Associate - Your Name” as the subject line. Resume without a cover letter will not be considered.