DEVELOPMENT ASSOCIATE

THE OPPORTUNITY

inewsource is a national leader in the emerging and fast-growing field of nonprofit journalism. Our nonpartisan newsroom is dedicated to improving lives in the San Diego region and beyond through impactful investigative reporting that holds the powerful to account. We’re looking for a highly organized, detail-oriented Development Associate to support our Executive Director and growing development team raise the funds to sustain our journalism.

You’ll be joining us at a pivotal moment. We recently celebrated our 10 year anniversary and have received a significant investment from the American Journalism Project to support us in developing a sustainable revenue model for local, investigative journalism.

THE POSITION

The Development Associate is the glue that holds inewsource’s revenue team together, providing administrative support to ensure that we’re delivering outstanding customer service to our supporters and that our fundraising is conducted in an organized and efficient manner. As a front-line representative and ambassador of inewsource, you’ll embody our mission and ethics through your work. This position reports to inewsource’s Executive Director Lorie Hearn, but will partner closely with Business Manager Carla Sánchez and members of the development team.

Executive Support

- Assist the Executive Director and Chief Revenue Officer with administrative tasks and special projects, as directed.
- Maintain calendar of donor visits, grant deadlines, campaigns and other events
- Schedule meetings and handle communications with guests
- Assist with preparing documents for Board and committee meetings. Attend and take minutes of board meetings, as necessary, and provide additional support as directed.
- Respond to incoming calls and direct to appropriate parties

Donor Management

- Manage donor database including input of donations, contacts, and acknowledgments
- Administer donor communications including thank you letters, emails, tax receipts and responses to donor requests for information
- Ensure donor list and related department information is updated on website
- Prepare reports as needed
Grant Administration
- Develop and manage grants database including deadlines, submissions and awards
- Support development staff with preparation of applications and reports as needed

Fundraising & Events
- Support the implementation of fundraising campaigns and tracking of results
- Assist in the logistical planning and execution of events (invitations, catering, check-in)

This role is a fit if...
- you are mission-driven and committed to providing outstanding customer service
- you are highly organized, detail-oriented, and deadline driven
- you have an ability to multitask and effectively manage several assignments
- you are self-motivated and able to work independently
- you are a effective communicator with excellent verbal, written and interpersonal skills
- you are a proficient user of Microsoft Office, Excel, Outlook, and Google Suite
- you have first-hand experience utilizing a donor management system
- you have a working knowledge of event, email and content management software
- you exhibit a high-level of maturity and dedication to maintaining high ethical standards
- you possess a level of self-awareness and cultural fluency that enables you to work well with people from diverse backgrounds
- you believe -- without a hint of skepticism -- that inewsource has the ability to help communities alter the course of history

These are a plus..
- 2-3 years administrative experience at non-profit or comparable organization
- College degree
- Knowledgeable about general accounting principles
- Experience utilizing Salesforce, Eventbrite & MailChimp
- Spanish proficiency

Location: San Diego (Our office is located inside of KPBS, on the campus of San Diego State University. However, you will be working remotely while the shelter in-place order is in effect.)

Start date: As soon as possible; position will start as part-time with the goal of transitioning to full-time.

Starting Salary: $22+/hr

To Apply: please send a cover letter, resume and completed employment application to jobs@inewsource.org

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