

Position Description

Employer: San Francisco Education Fund
Job Title: Development & Communications Associate
Type: Full-time, exempt
Location: San Francisco, CA

Organization Overview

Join a passionate team dedicated to improving San Francisco public schools. The Development & Communications Associate position offers an opportunity to further our impact in schools and contribute as a key member of the Education Fund's team.

The San Francisco Education Fund envisions a world where our public schools are as renowned as our City. San Franciscans, known for their ingenuity, innovation and passion, partner with the Education Fund to help all of our students succeed. We know that success in life requires either a college or vocational certificate. In fact, research says that in San Francisco, adults without a college degree are four times more likely to make too little money to support a family.

As a result, the Education Fund's mission is to harnesses the power of the community to equip every public school student with the skills to succeed in college, career and civic responsibility. We analyze data to target resources where they are needed most, engage volunteers in classrooms and provide grants to educators, to build a bright future for our City and its young people. We focus the community resources – volunteer time and money—most intensively around two critical milestones on the path to college:

- Students reading proficiently by the third grade
- Students successfully completing algebra by the eighth grade

Additional information can be found at www.sfedfund.org.

Position Overview

The Education Fund seeks a bright, enthusiastic individual to support and work in collaboration with the Director of Development & Communications. The Associate must be a strong writer and editor to create content that will engage our key stakeholders and raise money from foundation, corporate and government grants, as well as write, edit and help produce other content such as e-blasts for our donor and volunteer stakeholders. They will be responsible for maintaining donor databases, developing/sending mass mailings, assist in organizing special events, and acknowledging gifts and donations. This position requires strong organizational skills and an ability to prioritize as well as multi-task. Fund development is essential to the overall success of the organization and the Associate will play a key role in securing the resources necessary for the Education Fund's work in San Francisco public schools.

Responsibilities

Work closely with the Director of Development and Communications to communicate the impact of the Education Fund to a diverse group of audiences and support backend management of donations.

Grant Writing

- Write grants and associated reports including:
 - writing letters of interest and proposals

- completing all required reporting to existing institutional funders
- facilitating information collection from a variety of departments to execute all grant requirements and ensure deadlines are met
- Solicit and synthesize relevant content from program staff including:
 - gathering information on program goals, objectives, and descriptions for grants
 - capturing qualitative stories and examples of program successes
 - communicating regularly with program staff about reporting requirements

Other Content Creation

- Write high-quality, inspiring communications for key external audiences, including donor appeal letters, website content, social media posts and electronic newsletters
- Work with program staff to collect and distill relevant examples of the Education Fund's impact for use in a variety of communications
- Assist with editorial review of all printed and electronic materials (i.e., brochures, event invitations, email blasts, social media posts etc.)

Fundraising Support

- Support the development team with donation processing including:
 - Administer the acknowledgement letter process for all gifts
 - Produce invoices and send reminders for all outstanding commitments to the Education Fund, including individual fundraising campaigns, corporate volunteering fees and reimbursements and event sponsorships
- Execute donor solicitations including:
 - Coordinate production of print and electronic materials including printing in-house fundraising letters
 - Enter and update donor information in Salesforce
 - Create and update contact lists, ensure accuracy of information across multiple platforms including Excel and Salesforce
- Research prospective funders including individuals, foundations, corporations and government

Donor Events Support

- Assist with Education Fund development events such as our Back to School Gala and Young Professionals spring fundraiser:
 - Help with invitations, registration and RSVPs
 - Provide logistics support, including coordinating contracts with vendors, leading up to each event as well as serve as a point of contact day-of
 - Solicit in-kind gifts including prospect research, mailing and arranging pick-up of donations
 - Respond to inquiries and requests from VIPs and Board
 - Handle event follow-ups, including data entry and production of personalized thank you letters
- Help plan and execute smaller fundraisers and socials for our volunteers and donors including coordinating event logistics, handling invitations and RSVPs and managing other event related correspondence

Participate as a member of the Development Team

- Support broader Education Fund work around Volunteer and Donor Engagement

- Contribute to broader development strategic planning
- Support department-wide events and special projects

Other Duties as Assigned

Non-essential job duties and/or non-related tasks may be assigned from time to time. The Education Fund is a small non-profit agency requiring flexibility from its staff.

Qualifications

Required Qualifications: Bachelor's degree or equivalent work experience; commitment to improving public education through community involvement; exceptional writing and editing skills; ability to manage multiple deadlines with a spirit of flexibility; ability to synthesize complex information and present it to a lay audience in a compelling and vibrant manner; service-oriented mentality with client first approach; comfort interfacing with a wide variety of personalities; excellent interpersonal communication; impeccable attention to detail; strong document management, quality control, and organizational skills; adaptable and comfortable working in fast-paced, ambiguous environments; ability to work well within a team and individually; action-oriented problem-solving abilities; knowledge of Microsoft Office Suite. Must pass criminal background check.

Desired Qualifications: Interest in and commitment to public education and/or volunteer service; prior work in education, foundations or nonprofits; experience with Salesforce or general experience with databases preferred; experience managing large groups of constituents; strong writing and editing skills; bi-lingual skills in English and Spanish and/or Cantonese.

Compensation and Start Date

The Education Fund provides a competitive salary and benefits package, including generous vacation, medical, dental, vision, short-term and long-term disability, a 401(k) retirement plan and other fringe benefits. Starting salary range: \$47,000 depending on experience.

Preferred Start Date: ASAP

To Apply

AA/EOE. The San Francisco Education Fund is committed to building a culturally diverse staff and strongly encourages women, people of color, individuals with disabilities and veterans to apply.

No phone calls, please. Email cover letter, resume, and a short writing sample as one Word document or PDF file, to Andrea Hernandez at ahernandez@sfedfund.org with "Development & Communications Associate" in the subject line. Resumes submitted without a cover letter or writing sample will not be reviewed. This position will remain open until filled; complete applications will be reviewed as they are received.