



## **JOB ANNOUNCEMENT**

### **DEVELOPMENT ASSOCIATE – STATEWIDE**

#### **About CBE:**

Communities for a Better Environment (CBE) ([www.cbecal.org](http://www.cbecal.org)) is one of the preeminent environmental justice organizations in the nation. The mission of CBE is to build people’s power in California’s communities of color and low income communities to achieve environmental health and justice by preventing and reducing pollution and building green, healthy and sustainable communities and environments. CBE provides residents in blighted and heavily polluted urban communities in California with organizing skills, leadership training and legal, scientific and technical assistance, so that they can successfully confront threats to their health and well-being.

#### **General position summary:**

This is a full-time (40 hours per week), non-exempt, permanent position. Reporting to the Development Director, the Development Associate has two areas of responsibility. The primary area is tracking and monitoring primarily the Northern California part of CBE’s active portfolio of foundation relationships; leading and managing the creation of content for LOIs, proposals, and reports; and coordinating the creation of budgets and other attachments. The Associate will provide support for statewide and Southern California grant writing, as necessary. Approximately 60% of the Associate’s time will be devoted to this fundraising through grants.

The Development Associate will also be a key team member responsible for implementing and growing CBE’s individual donor and major donor funding base. The Associate will work with CBE’s Development Director, Executive Director, Grants Manager and Grassroots Fundraising Organizer. This team will work together to increase CBE’s donation revenue. Approximately 40% of the Associate’s time will be devoted to fund development through donations.

The Associate also contributes to building towards CBE's Transformative Organizing Model by training and collaborating with members and other staff in relation to grants; by contributing to grassroots fundraising activities and other development projects; and by participating in program activities. The Development Associate will foster a culture of philanthropy across the organization to strengthen fundraising capacity as a means of building community power beyond the limitations of CBE itself.

#### **Essential functions**

- Collaborate closely with CBE’s Development Director, other staff, and membership to lead the creation of written content for LOIs, proposals, reports, and other materials that speak directly to the unique interests of CBE and each of CBE’s funders.

- Interview program staff as necessary to update and create content.
- Collaborate with the Development Team and the Director of Finance and Operations on the creation of project budgets, financial reports, and other attachments.
- Organize funder site visits.
- Provide grants-related trainings for members and other staff.
- Participate in other Development and Program activities as time permits.
- Coordinate major donor communications and assist with relationship building.
- Help coordinate donor giving events, such as house parties and community team events.
- Assist with tracking donor giving, including prospects and follow-up.
- Create donor materials.
- Assist in refining and growing CBE's donor program.
- Support other staff to integrate development communications into work-related communications.
- Complete other duties as assigned, including assisting with other agency activities.

### **Specific job skills and requirements**

- Bachelor's degree or equivalent experience.
- Professional writing experience preferred.
- Three years of grant writing experience.
- Two years of individual donor giving experience
- Experience with coordinating fundraising events
- Community organizing, teaching and training experience preferred.
- Life experience in an environmental justice community preferred.
- Non-profit experience.
- Ability to communicate effectively about environmental justice work.
- Drive to advance CBE's mission and campaigns.
- Ability to share knowledge and ideas and collaborate with diverse partners in a team setting.
- Strong reasoning skills.
- Excellent written and verbal communication skills.
- Ability to handle confidential information with sensitivity and integrity.
- Work independently as needed; self-motivated.
- Thrive in a deadline-driven work environment.
- Excellent project and time management, administrative skills, follow-through, flexibility, creativity, organization and ability to prioritize tasks appropriately.
- Uphold high levels of accountability for self and for others.
- Work occasional evenings and weekends when grant deadlines require flexibility. In turn, CBE will accommodate your scheduling needs as much as possible.
- Follow multiple sets of instructions provided in a variety of forms, including written, oral, and diagram, to ensure that final materials meet all requirements.
- Proficiency in Microsoft Office programs, including Excel.
- Bilingual in Spanish is preferred but not required.

**Compensation:** This is a permanent, full-time, non-exempt position at \$49,920 per year. The Development Associate will receive CBE's comprehensive benefits package, including a generous vacation and leave policy; fully-paid premiums for medical, vision and dental insurance; a 401(k) retirement plan; and a flexible spending plan. *CBE pays full premiums for medical, dental and vision insurance for the employee, any partner and any dependents.*

Preference will be given to applicants with experience related to the environmental movement, social justice, public interest, civil rights, community organizing, scientific training, and/or a personal history with communities highly impacted by pollution.

**To apply:** Please submit the following to [jobs@cbecal.org](mailto:jobs@cbecal.org): 1) a cover letter, 2) a resume, and 3) list of personal and professional references with telephone numbers. Include **Development Associate** followed by **your name** in the subject line of your email and in the filename of each of your attachments. You will receive an email confirming receipt of your application. Please do not call us or send additional emails unless we contact you for a discussion or an interview. If we do contact you, we will be happy to answer any questions you may have at that time. The position will remain open until filled.

CBE has four offices: Huntington Park and Wilmington (Los Angeles) in Southern California, and Oakland and Richmond in Northern California. CBE's Development Team currently operates out of our Huntington Park office and occasionally visits our other offices. We are open to applicants who can work out of our Huntington Park office, or either our Richmond or East Oakland offices.

*CBE is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. We strongly encourage women, people of color, LGBTQ individuals, and all qualified persons to apply for this position.*