

**JOB ANNOUNCEMENT
DEVELOPMENT ASSOCIATE**

About CBE:

Communities for a Better Environment (CBE) is a statewide environmental health and justice organization that combines grassroots organizing, legal advocacy, communications, and science-based research to achieve its goals. CBE's mission is to build power in low-income communities of color to achieve environmental justice by empowering community, reducing pollution and building healthy and sustainable communities. For more information, please visit: www.cbecal.org.

Overview of position:

This is a regular full-time (40 hours per week), overtime-exempt position. Reporting to the Development Director, the Development Associate will be responsible for an active portfolio of foundation relationships, for leading and managing the creation of content for LOIs, proposals, and reports, and for coordinating the creation of budgets and other attachments. The Associate will provide support for other development tasks, such as managing grant requirements, participate in CBE's staff and member community teams and funder team.

The Development Associate will be a key member of the Development team, which includes: CBE's Development Director, Executive Director, Grants Manager, NorCal Development Associate and Grassroots Fundraising Organizer. This team will also work together to implement CBE's Donor program. The time dedicated to the donor program will vary, depending on the time of year, and is estimated to be between 5% and 10% of time.

The Associate will also contribute to implementing CBE's Transformative Organizing Model, which may include: mentoring a community intern, contributing to grassroots fundraising activities, and participating in program, equity and organizational development activities, as time permits. The Development Associate will foster a culture of transformative philanthropy across the organization to strengthen fundraising capacity as a means of building community power.

Essential functions

- Collaborate closely with CBE's Development Director, Program Directors, 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.

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- Assist in tracking key funder information and next steps for cultivation, applications, and reporting, and keeping other staff apprised of this information.
- Collaborate with the Development Director, program staff and the Director of Finance and Operations on the creation of project budgets, financial reports, and other financial attachments, as necessary.
- As a member of the Funder Team track and present new funding opportunities and assess alignment with CBE's organizational needs and/or community teams' activities and campaigns.
- Organize funder site visits which includes coordinating logistics and prepping program staff.
- Provide grants-related trainings for members and other staff.
- Participate in other Development and Program activities as time permits.
- Support with donor communications and assist with relationship building.
- Support donor giving events, such as house parties and community team events.
- Support other staff to integrate development communications into CBE campaign related communications.
- Complete other duties as assigned, including other organizational activities.

Specific job skills and requirements

- Bachelor's degree or equivalent experience.
- Professional writing experience preferred.
- Three years of grant writing experience preferred.
- Individual donor giving experience a plus.
- Community organizing, community teaching and training experience preferred.
- Life experience in an environmental justice community preferred.
- Experience working in the non-profit sector.
- Ability to communicate effectively about environmental justice work.
- Ability to share knowledge and ideas and collaborate with diverse partners in a team setting.
- Excellent written and verbal communication skills.
- 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 a plus, but not required.

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Compensation: This is a full-time, overtime-exempt position, with an annual salary of \$67,329. (Due to mid-year budgeting this rate is guaranteed through 12/31/2022, after which it could increase or decrease but will not decrease below \$62,400/year. CBE offers a comprehensive benefits package including a generous vacation and leave policy; fully-paid premiums for medical, vision, and dental insurance; an additional mental health benefit; a 401(k) retirement plan; and a flexible spending plan. CBE pays full premiums for medical, dental, and vision insurance for the employee, spouse or domestic 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: 1) a cover letter, 2) a resume, and 3) list of references with contact information. Include **Development Associate** followed by **your name** in the subject line of your email. The position will remain open until filled.

CBE has three (soon to be four) offices: Huntington Park and Wilmington (Los Angeles) in Southern California, and in Northern California an extant office in Richmond and an in-progress office in East Oakland. CBE's Development Director and Executive Director currently operate out of our Huntington Park office (when not working remotely) and pre-pandemic occasionally visit our other offices. We are open to applicants who can work out of our Huntington Park office or either of our NorCal offices, although pending 2023 budgetary decisions we may have a preference for SoCal candidates. Currently, CBE staff are working primarily remotely due to COVID safety protocols.

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, Black, Indigenous, People of Color (BIPOC), LGBTQIA individuals, and all qualified persons to apply for this position.

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