National Development Assistant

Critical Resistance (CR), a national grassroots organization working to end the prison industrial complex (PIC), seeks a National Development Assistant to increase CR’s national impact and profile by providing critical support for institutional and individual donor development. **This position will be based in our National Office in Oakland, CA.** Position will have work-from-home accommodations for Covid-19 Shelter-in-Place as well as Covid-19 safe office setup option. Position will work-from-home or at office (if preferred), until organization changes its Covid-19 staff policy (assessed every 6 months).

**Position Description**

The Development Assistant will work closely with the Development staff team (Coordinator and Director) to implement and track grassroots and institutional fundraising activities which support the campaigns and projects of the entire organization. The Development Assistant will be responsible for income data cleanup and data consolidation into Salesforce, researching foundations and maintaining grant acceptance documentation, and assisting with larger donor contact projects.

This position will provide key infrastructural support to maintain our individual donor and foundation relationships, as well as allow for the expansion of our fundraising activities to support our growing organization. The Assistant’s weekly point person and project manager is the Development Coordinator; the position is supervised by the Development Director and is accountable to the “Infrastructure and Development” staff team.

**This is a staff position but, being part time, will not be expected to participate in staff meetings or Infrastructure and Development (ID) Team Meetings except occasionally as necessary/relevant.**

Development Assistant

Part time, 15 hours per week, with potential to increase to 20 hours per week after six-month assessment

Paid hourly at $28/hour

Duties & Responsibilities:
• Biannual donor contact clean-up to ensure duplicate contacts are merged between Salesforce & Network for Good (20 hours per year – 10 hours per biannual clean-up period)
• Support Development Team with donor mailings (20 hours per year – 10 hours biannually)
• Process donor contact information updates
  o Address change letters (3 hours training + 10 hours per month ongoing)
  o Expired cards (1-2 hours per month)
• Income tracking
  o Track income & paperwork for all virtual income platforms (Bright Funds, Benevity, Paypal, CARS, Square, etc.) as well as EFTs (10 hours per month)
  o Upload income from virtual platforms into Salesforce (5 hours per month)
• Foundation coordination
  o Researching new foundation opportunities (“prospecting”), keeping lists up to date and managing deadlines; project management for Development team (Dev team). Dev team coordinates Fundraisers. (5 hours per month)
  o Database management and updates (entering history, new accounts, research and keeping database fully active) (10 hours initially + 2 hours per month ongoing)
  o Tracking paperwork, documentation, with Dev team and bookkeeper (5 hours per month)
  o Create reports & pull data on donor contacts (10 hours of training + 5 hours per month ongoing)
  o Potential addition after evaluation period: managing paid subscriptions to our newspaper, The Abolitionist

CANDIDATE RECRUITMENT:

Formerly imprisoned people are highly encouraged to apply. We also encourage people of color, women, queer and trans/gender-nonconforming people to apply. We welcome people from all educational backgrounds to apply.

COMPENSATION:

This position is part-time, 15 hours per week, and paid hourly at $28/hour. It is eligible for staff benefits as outlined in CR’s Personnel Manual for part-time positions.

CR is also providing financial support for tech needs during COVID19, as staff are working from home.
This is a permanent position. However, the starting contract agreement is for the first six months to ensure the hire is a mutually good fit for Critical Resistance and the person hired. We ask for a minimum one-year commitment.

TO APPLY:

Please send a cover letter, resume, and relevant writing sample (5 pages maximum) via email (Word documents or PDF files, please) to: hiring@criticalresistance.org.

Or you can send hard copy applications to:

**ATTN: Hiring Committee Critical Resistance**

P.O. Box. 22780

Oakland, CA, 94609-2031

Please send any questions regarding the position to hiring@criticalresistance.org