



## **DEVELOPMENT ASSISTANT**

**(Full-time/Non-exempt)**

### **Organizational Background:**

My Friend's Place is a nonprofit organization with a mission "to assist and inspire homeless youth to build self-sufficient lives." For the past 32 years, My Friend's Place has operated a drop-in crisis resource center in Hollywood for youth experiencing homelessness ages 12-24 and their children, providing emergency, health, mental health, creative arts, and education & employment services to approximately 1,300 youth and young adults experiencing homelessness annually. Our comprehensive, multi-disciplinary program model is innovative and replicated in drop-in centers locally and nationally. We are a data lead agency committed to continuous learning and development with a strategic focus on applying JEDI (Justice, Equity, Diversity and Inclusion) principles to all aspects of our work.

### **Job Summary:**

Under the supervision of the Community Engagement and Volunteer Manager, the Development Assistant is responsible for supporting the development and implementation of the My Friend's Place resource development plan, including in-kind giving, contributor support, fundraising event support, volunteer coordination, database management, and assistance with communication pieces, under the supervision of the Community Engagement and Volunteer Manager.

### **PRIMARY RESPONSIBILITIES**

- Greet all in-kind supporters, receive their contributions, and cultivate positive relationships.
- Assist in planning in-kind campaigns, conducting needs assessments and coordinating onsite storage and flow.
- Maintain and manage the donor database and process gifts (cash, credit, stocks, etc.)
- Assist with volunteer partnerships, cultivation, coordination and planning.
- Provide wide-ranging, multifaceted administrative support to assist with planning and carrying out various fundraising activities, including assistance with meeting preparation, event logistics, mailings, and general administrative support.

### **QUALIFICATIONS**

- Bachelor's Degree or equivalent experience
- Experience in non-profit, communications, or social justice work desired.
- Highly organized and detail-oriented, with the ability to effectively and efficiently manage deadlines and multiple tasks
- Strong content creation skills, including writing and editing for print and electronic media
- Commitment to JEDI (Justice, Equity, Diversity and Inclusion) principles and values.
- Some knowledge of and/or enthusiasm for event planning, volunteer management, and community engagement
- Knowledge of computer operation and supporter software (Microsoft Office, Google Apps, eTapestry and Mail Chimp preferred)



- Excellent interpersonal and telephone skills and ability to create effective messaging to a variety of constituencies
- Ability to work independently and as part of a team
- Open-mindedness and ability to work with diverse groups
- Availability for evening and weekend projects on occasion
- California driver's license, automobile insurance and reliable transportation
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects weighing 30+lbs, and drive

### What We Offer...

Benefits include medical and dental insurance, vacation and sick leave, and 403b retirement plan.

### TO APPLY:

Send a cover letter and resume to: **Rachel Sanchez, Community Engagement and Volunteer Manager, [rsanchez@myfriendsplace.org](mailto:rsanchez@myfriendsplace.org)**

Subject line: *Development Assistant Application*

Please include responses to the following questions in your cover letter:

1. **Why does our mission resonate with you?**
2. **Please tell us what Justice, Equity, Diversity and Inclusion mean to you and why they're important.**
3. **How does this position align with your career goals?**

**NO PHONE CALLS PLEASE**

**This is not an exhaustive description of the role and there may be other responsibilities assigned to this position.**

*EQUAL OPPORTUNITY EMPLOYER: My Friend's Place is an Equal Opportunity Employer. All qualified applicants are encouraged to apply for available employment to ensure our staff reflects the diversity of the young people served by My Friend's Place. Qualified applicants are considered for employment without regard to age, race, color, religion, national or ethnic origin, gender identity and/or expression, sexual orientation, status as a protected veteran, status as an individual with a disability, criminal history in accordance with the law, or any other legally protected characteristics.*

