



Development Assistant

Company Overview:

Improve Your Tomorrow, Inc. (IYT) is a college access and completion nonprofit focused on increasing the number of young men of color to attend and graduate from colleges and universities. We are one of the country's largest education nonprofit agencies serving young men of color, with over 1,500 students in Northern California and college students across the nation.

Position Overview:

Reporting to the Director of Development, the Development Assistant will manage our gifts management database, 'Thank you' process, assist with events, grant writing and annual campaigns. The Development Assistant serves as the backbone of the operation by overseeing all administrative processes in place to manage the IYT's donor relationships.

Responsibilities:

- Manage the timely acknowledgement of gifts and assure that all types of donations (cash, pledges, matching gifts, and planned gifts) are properly documented
- Prepare accurate research on prospects and assemble materials for cultivation and solicitation visits
- Ensure data integrity through accurate data entry and ongoing clean-up efforts
- Coordinate the production and distribution of recurring appeals and stewardship materials
- Assist with the writing and editing of appeals, acknowledgements, donor news, reports, and proposals
- Collaborate with various departments to plan special events
- Communicate with donors in person, on the phone, and by email
- Assist with grant research and writing as needed

Qualifications

Must Haves

- Believe in the mission, vision and values of IYT
- Knows and can successfully articulate the organization and program mission, vision and values to other stakeholders and collaborators
- Excellent communication skills and judgement with the ability to maintain privacy and confidentiality
- Excellent customer service abilities
- Familiarity with non-profits, research methods, data standards, and databases

- Interest in fundraising
- Attention to detail, with an ability to spot numerical errors
- Ability to self-motivate to achieve results
- A multi-tasker with strong ability to work under pressure
- Ability to prioritize work, meet deadlines and produce quality results

Education

- Must currently be enrolled at UC Davis working towards a degree.

Experience

- One year of related office experience required.
- Prior non-profit experience (preferred)

Computer Skills

- Advanced MS Excel skills (creating spreadsheets and using financial functions)
- Familiarity with accounting software (e.g. QuickBooks)

Schedule: 10-20 hours per week

Salary: \$14 to \$18 per hour. Benefits include sick leave.

This position requires a work study award on your financial aid package.

IYT is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.