



At Girls on the Run we inspire girls to recognize their inner strength and celebrate what makes them one of a kind. We believe that EVERY GIRL is inherently full of power and potential. By knowing they are the leaders of their lives, these are the girls who will change the world.

Join our dynamic team! Work in an inspiring atmosphere with opportunity for professional development and advancement. The Development Assistant will play a key role in supporting and sustaining our program in underserved communities across the County. This position is part-time (approx. 20 hrs/week) and reports directly to the Executive Director.

Duties and Responsibilities:

- Process donations and prepare acknowledgement letters and other correspondence.
- Maintain foundation, corporation and individual donor files.
- Create monthly fundraising reports and other database reports as needed.
- Continually update and correct database records.
- Conduct preliminary research on prospective corporate foundations.
- Coordinate productions and mailing of appeal letters.
- Track tax credit donations in the database and keep a file for each tax credit donor.
- Coordinate community fund-raising events, including identification of possible community partners (i.e. invitation lists, event support, follow up)
- Prepare media materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Assemble media and donor kits for events and meetings.
- Assist the Board-led Development Committee as needed.
- Assist Grants Committee as needed.
- Other office duties as assigned by the Executive Director.

Preparation, Knowledge and Experience

- Two years' experience in administrative position, preferably in a nonprofit development office.
- Bachelor's degree preferred.
- Proficiency in Microsoft Office products, Database management experience
- Excellent verbal and written communications skills
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work
- Ability to work independently with little supervision
- Excellent interpersonal and analytical skills

To apply, email cover letter (in body of email ok) and resume to jobs@gotrla.org. Please, no phone calls.