

JOB ANNOUNCEMENT



Position: Development Associate

Reports to: Director of Development

Bargaining Unit: No

FLSA: Non-Exempt

Job Type: Contractor, Full Time

Position Summary

Centro Legal seeks an creative, proactive, knowledgeable and dynamic Development Associate who thrives working independently and in team settings. The Development Associate is responsible for providing support to the organization's development efforts.

Primary Responsibilities

- Enter donations in Salesforce donor database and maintain all accurate donor records
- Create, produce, and mail donation acknowledgements on a weekly basis
- Design and produce gift reports in Salesforce, and reconcile with the finance department on a monthly basis
- Respond to donor inquiries as assigned
- Help coordinate and execute various fundraising campaigns
- Manage third-party donation sites
- Support all cultivation, stewardship and fundraising events, including the annual gala.
- Maintain an accurate donor database
- Responsible for the maintenance of payment processing platforms
- Provide the Director of Development and Communications with administrative support as needed.
- Other duties as assigned

Qualifications

First and foremost, the applicant must profoundly share Centro Legal's mission and vision of social justice. Qualifications include:

- Very strong writing, editing, critical thinking, and communications skills
- At least three years relevant work experience in the nonprofit sector
- Demonstrated ability to work independently and consistently meet multiple deadlines
- Strong attention to detail
- Experience using Salesforce database preferred
- Creative ability to frame stories in a way that appeals to different audiences
- Proficient in written and spoken Spanish (preferred)
- Alignment with Centro Legal's values

Compensation

Salary is competitive and commensurate with experience.

To Apply

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. Submit via email: 1) cover letter, 2) resume, and 3) a list of

three professional references. Include “**Development Associate**” in the subject line. Please email application materials directly to jobs@centrolegal.org

POSITION OPEN UNTIL FILLED

About Centro Legal de la Raza

Founded in 1969 and headquartered in Oakland, California, Centro Legal de la Raza (Centro Legal) is a comprehensive legal services and advocacy organization protecting and advancing the rights of immigrant, low-income, and Latino communities through bilingual representation, education, and advocacy. We combine quality legal services with know-your-rights education, affirmative litigation, and youth development, ensuring access to justice for thousands of individuals and families each year throughout Northern and Central California.

For more information, visit our website: <https://centrolegal.org/>

Diversity Statement

Centro Legal’s mission includes advancing social, economic and racial justice. We are committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion within and ensuring a workplace where all staff can flourish and grow professionally and well beyond. Our staff are the most important part of our ability to achieve our mission. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation, sustainability and our organization’s success. Centro Legal is an equal employment opportunity employer and does not discriminate on the basis of race, color, religious creed, sex, pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, military or veteran status, marital status, family responsibilities, caregiver status, sexual orientation, gender identity (including transgender status), gender expression, weight, height, linguistic characteristics (such as accent and limited English proficiency where not substantially job-related), citizenship status, status as a victim of domestic violence, sexual assault, or stalking, HIV/AIDS status, or any other basis prohibited by law. Centro also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes listed above, and further prohibits discrimination against an individual who is associated with a person who has, or is perceived to have, any of those characteristics.