Development Associate
Job Announcement

About Rebuilding Together Silicon Valley (RTSV)

We believe that everyone deserves to live in a safe and healthy home. Rebuilding Together Silicon Valley brings volunteers and communities together to improve the homes and lives of low-income homeowners in need. We also assist nonprofit organizations with facility maintenance and repairs so that they can dedicate their time and resources to helping our community. Our impact extends beyond the individuals served to revitalize and stabilize vulnerable neighborhoods in our community.

Our work preserves affordable housing by transforming homes and lives through critical repairs, and accessibility modifications, at no cost to the service recipient. The majority of the homeowners we serve are older adults and/or people with disabilities who are physically and financially unable to maintain safe and warm living conditions for themselves and their families. Our efforts are strengthened by partnerships and collaborations with donors, government agencies, private businesses, skilled craftspeople, civic organizations, faith communities and community volunteers. For more information about the organization, visit www.rtsv.org

We are seeking a highly organized, detail-oriented professional who combines strong administrative skills with a commitment to donor stewardship and community engagement, contributing to the Development Department's expanded capacity and cultivating resources that advance the mission of RTSV.

Essential Duties and Responsibilities

Administrative & Department Operations

- Provide administrative support to the Development Manager and Development Team.
- Manage calendars, schedule meetings, coordinate logistics, prepare agendas, and distribute materials.
- Process invoices, expense reports, and routine administrative transactions.
- Serve as a liaison with staff, volunteers, donors, vendors, partners, and community stakeholders.
- Support departmental projects through documentation, coordination, tracking, and reporting.
- Prepare, proofread, and distribute correspondence, reports, presentations, and departmental documents.
- Maintain electronic and physical filing systems, records, and databases.
- Record meeting minutes and track action items.
- Maintain confidentiality of sensitive organizational and donor information.

Fundraising & Donor Relations

- Support execution of fundraising strategies to help achieve annual philanthropic revenue goals.
- Oversee gift processing, donor acknowledgment, and database administration.
- Maintain accurate donor records and ensure timely data entry, coding, and reporting.
- Generate donor lists, reports, and analyses from Salesforce and related systems.
- Coordinate donor stewardship activities and assist with donor research.
- Support planning and administration of fundraising campaigns, annual events, and special events.
- Help cultivate and maintain positive relationships with donors, sponsors, volunteers, and community partners.

Marketing & Communications

- Assist in implementing organizational marketing and communications strategies with the Marketing Contractor.
- Support media relations by responding to inquiries and maintaining communication with media contacts.
- Coordinate communication with county and city elected officials regarding our work in their districts.

Events & Community Engagement

- Support the planning, coordination, and execution of fundraising events, outreach activities, and community engagement programs.
- Attend and provide on-site support for occasional evening and weekend events.
- Coordinate event communications, logistics, and stakeholder follow-up.

The successful candidate will possess:

- Relevant education and at least two years of related experience
- Strong administrative, organizational, and project coordination skills
- Excellent communication and relationship-building abilities
- Proficiency with Microsoft Office and donor or marketing databases
- Experience with data management, reporting, and document preparation
- Attention to detail, sound judgment, adaptability, and discretion
- A collaborative, service-oriented approach
- Nonprofit development or fundraising experience preferred
- Ability to sit, stand, and use standard office equipment for extended periods
- Ability to occasionally lift and carry office supplies and event materials
- Ability to support occasional off-site, evening, and weekend activities

Work Environment

This position operates in a professional office environment and regularly interacts with employees, volunteers, donors, community partners, vendors, media representatives, and other stakeholders in person, by phone, and through electronic communications.

Hours

Part-time, non-exempt position working 24 hours per week, typically Tuesday, Wednesday, and Thursday. Occasional evening and weekend work is required to support fundraising, outreach, and community engagement activities. This position reports to the Development Manager.

Compensation

Anticipated starting salary is $30-$33/hour depending on experience. Includes accrued sick time and pro-rated paid holidays.

RTSV provides equal opportunity employment without regard to race, color, gender, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran.

To apply, email your cover letter (word or PDF document) summarizing your fit with qualifications, and experience along with a current resume to jobs@rtsv.org. Position is open until a qualified candidate is hired.

For more information about the organization, go to www.rtsv.org.