



# OC Human Relations

Building community by fostering respect, resolving conflict and pursuing equality

## EMPLOYMENT OPPORTUNITY

### Development Assistant - Development Team (Full Time)

#### **Accepting Applications on a Rolling Bases**

Send a short cover letter and resume to: Haley Brown at [haley@ochumanrelations.org](mailto:haley@ochumanrelations.org)

Cover letter should speak to how you meet the minimum qualifications listed below.

***Please submit brief cover letter and resume in pdf format.***

The Orange County Human Relations Council (more commonly known as OC Human Relations) is no stranger to resolving conflicts, facing down hate or leveling the playing field. For the past 30 years, we have been true to our mission of creating a better place for all people to live, work and do business across Orange County by pulling people together, facilitating respectful dialogue and sharing practical tools. These efforts draw diverse residents, leaders and organizations to engage with one another and contribute to an inclusive county. Established in 1991, our mission is to foster mutual understanding among residents and eliminate prejudice, intolerance and discrimination in order to make Orange County a better place for ALL people to live, work, go to school and do business.

#### **Job Description:**

This position is an active and key contributor to the vision of creating safe and inclusive Orange County through partnership development and strategic alignment. A successful candidate is someone who is savvy with learning new tools, utilizes social media and technology with ease, loves to learn, is an extrovert and dives into trying new things with optimism. As part of the Development (aka Fundraising) Team, this position interacts with all the program teams and supports the Director of Development, CEO and Grant Writer.

This role is mainly administrative to support the organization's fundraising strategies including the annual fundraising event and giving campaigns. On any day of the week, you would be on the phone or in virtual/in-person meetings with program staff learning about the exciting activities, utilize your exploratory attitude to develop Canva social media posts, calling/emailing individuals to set up phone appointments, using excel to clean up contact lists and being an internet sleuth researching "how to" for best practices. Standard daily duties include processing and acknowledging donations, entering data in the fundraising database, working with the Operations Liaison to monitor social media and working across teams to collect stories of impact. The liaison may also be assigned additional duties to support marketing and partnership efforts.

#### **Responsibilities:**

##### ***Data Entry and Administrative Support (40% or about 16 – 20 hours a week)***

- Record and process gifts/donations: enter and track donations in database and run different reports
- Submit accurate and timely acknowledgements, receipts and thank you letters for donations
- Coordinate Thanks for Giving calls and mailing out mid-year and end-of-year progress updates
- Ability to put together surveys (via google forms, Wufoo or survey monkey)
- Monitor the agency "info" email address and responding to basic inquiries or forwarding to appropriate team.
- Create contact lists for donor updates, informational mailings and other communication to contacts
- Other duties as required to assist in implementation of annual fundraising campaign

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**Social Media, Communications and Marketing Support (30% or about 10-12 hours a week)**

- Working as lead on drafting content and publishing across social media platforms with support from Operations Liaison (LinkedIn, Facebook, Instagram, Twitter, Pinterest, YouTube)
- Collect stories on program impact and sharing on social media and e-newsletters
- Provide input and help draft written materials, such as annual report and donor updates by working across program teams, attending team meetings or activities
- Draft constant contact email list communication 2-3 times a month
- Draft social media postings for review

**Meeting, Workshop and Event Logistics Support (30% or about 10-12 hours a week)**

- Assist in the logistics of annual fundraising event occurring each May
- Provide committee support - meeting minutes, setting up calls and following up on action items
- Assist in drafting invitation lists, tracking RSVPs/creating name badges and sending thank you letter receipts for tickets and sponsorships
- Assist in identifying and tracking silent auction items for event
- Assist with communicating with volunteers for event
- Occasional work on weekday evenings may be required during February – May

**Knowledge and Skills:**

- Strong written communication skills; ability to write clear and structured documents
- Strong editing skills
- Attention to detail
- Ability to meet deadlines
- Accountable and responsible
- Strong contributor in team environments
- Willingness to participate in continued professional development

**Minimum Qualifications:**

- Alignment to organization and its mission
- Previous experience with administrative support roles
- Experience working in deadline-driven environments
- Able to work independently and as part of a team
- Knowledge and experience using in Microsoft Office Suite (Excel, Word, etc) and various technology platforms (social media, constant contact, Canva, CRM / fundraising database, etc.)
- Valid California driver license, proof of car insurance, and reliable transportation required

**Desired Qualifications:**

- Ability to work with diverse group of individuals to promote cooperation and mutual understanding
- Previous experience with nonprofits
- Computer skills in database applications, web applications, and/or publishing programs
- Takes initiative and strong desire to learn

**EMPLOYMENT PACKAGE**

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This position will be hired at 40 hours week. The starting salary range is \$20.50-\$22.50 an hour based on experience. Benefits package provided and includes: health, dental, 401(k), life insurance, 11 paid holidays, 9 sick days, 10 paid vacation days, and others.

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