

# Development Associate

St. Vincent de Paul Society of Marin County (<https://www.vinnies.org/>), a charitable, social services organization, is seeking a highly organized and self-motivated individual to join our passionate and committed team as our Development Associate. The position is full time, 40 hours per week, based in the office in downtown San Rafael.

Hunger, poverty and homelessness hurts everyone. Our mission is to work every day to help each person with food, housing and crisis assistance to restore dignity and a chance for a better life. We are affiliated with one of the oldest and most effective charitable organizations in the world, the Society of St. Vincent de Paul, a Catholic lay organization of nearly 700,000 people world-wide.

The Development Associate will provide comprehensive administrative assistance, focusing on office and fundraising support, effective database management and reporting, event logistics and donor stewardship (acknowledgements, printed material inventory, prep materials for donor meetings). Responsibilities include working with numbers and finances, as well as writing reports with accuracy and attention to detail. Familiarity with eTapestry is preferred, although not mandatory. Possessing a college degree with 3 to 5 years of direct experience as a Development Associate is required. Being a small team, the Development Associate may also be asked to assist colleagues throughout the organization as needed.

Paramount to this position is the ability to juggle various projects at once, while maintaining a clear view of how each project supports the organization's mission. The ideal candidate will be enthusiastic, organized, dependable, and have a passion for working in a fast-paced, team-oriented environment.

This position reports directly to the Director of Development & Communications. Working closely with the Director of Development & Communications, this position will interact with key stakeholders and organizational leadership.

This is an opportunity for someone who is looking to grow in the field of fund development or for someone who may have transferable skills from the corporate sector.

To be successful in this position the ideal candidate will have the following:

- Strong interpersonal skills
- Strong project management skills
- Excellent time management skills with a results-oriented focus and ability to prioritize and manage multiple tasks and deadlines concurrently
- Organizational skills – ability to maintain files, schedules, reports, etc.
- Effective oral and written communication skills with the ability to adapt to a wide range of communication styles
- Flexible, self-motivated, detail oriented with the ability to work with large amounts of data
- Proficiency in MS Excel, Word and PowerPoint, web-based applications
- Undergraduate or graduate degrees preferred but not required
- Familiarity with eTapestry preferred but not required
- Mission-centric
- Sense of humor a plus!

If you are seeking work that is more than just a job and to give back to your community, then our Vinnies family may be the place for you. The organization follows all Covid-safety protocols.

Please submit letter of interest and resume to [recruiting@vinnies.org](mailto:recruiting@vinnies.org).