

Development Associate

Hybrid Remote/In-Person Full-Time (40 hours per week) Position in Castro Valley, CA (non-Exempt)
Reports To: Director of Strategy

Who We Are

Ruby's Place (RP) is an innovative nonprofit committed to ending domestic violence, human trafficking, and violent crime through hope, advocacy and connection. Our services include emergency shelter, transitional housing, rental subsidies, mental health services, and wrap around services. All our services are trauma-sensitive and client-centered and are provided at no cost to our clients. There are no barriers to participate in our programs.

Ruby's Place is led by survivors with a focus on reflection, innovation, and connection. We value diversity, and equity across all races, genders, sexualities, and abilities. We believe in fostering relationships, both in our direct service work and throughout our internal work culture. We aim to cultivate an inclusive workplace that appreciates and emphasizes the voices of those most impacted by violence including women, individuals with disabilities, people of color, and the LGBTQ+ community. We recognize these voices are vital to interrupting the cycle of violence and transforming lives towards safety, unity, and trust. We encourage those with lived experience with housing instability, trafficking, domestic violence, and interpersonal violence to join our team.

Who You Are

You have a strong commitment to preventing interpersonal violence as well as an understanding of, and sensitivity to, serving diverse populations. You have excellent interpersonal skills and strong techniques for relationship building. You believe people should determine their own path towards healing, and have an orientation towards survivor-centered services.

You are a go-getter who enjoys fast paced environments. You enjoy working both collaboratively and independently. You are adept at time management and highly organized with a proven ability to ensure you can meet deadlines, plan, organize and execute. You are comfortable working as part of a team and are an accountable collaborator. You excel at organizing, prioritizing, and following through on multiple time-sensitive projects. You are flexible, creative, and take initiative in handling emergencies.

What qualifications are required for this position?

You Are Also:

- Experienced in an administrative office environment, preferably in a non-profit development office
- Someone with excellent verbal and written communications skills
- Proficient in Google Suite, Microsoft Word, and Excel
- Flexible and willing to work with changing priorities
- Able to handle multiple projects and meet deadlines
- Ability to deal effectively with a diversity of individuals at all organizational levels and to support the organization's equity goals
- Ability to work independently and as a member of various teams
- A self-starter, detail-oriented person, with good problem-solving skills
- Interest in supporting women and marginalized communities who have experienced trauma.
- In possession of a valid CA driver's license, proof of insurance, and be approved by Ruby's Place insurance as a driver in order to drive agency vehicles.
- Able to complete a background check, fingerprinting (Live Scan), and completion of all Community Care Licensing requirement documents. Able to meet all licensing requirements of Community Care Licensing.

What You Will Do

You will report to the Director of Strategy. This position is responsible for a portfolio of donors, including foundations, private donors, and small businesses. The position will be involved in writing grant applications for public and private funders, as well. Finally, the position will support the team responsible for events and public communication.

Responsibilities include

Fund Development

1. Develop grant applications for public and private funders as well as support the Grant Writer in the application process (training provided).
2. Solicit contributions from donors, volunteers, and community members.
3. Assist with processing donations and preparing acknowledgment letters and correspondence.
4. Maintain the donor database in Salesforce.
5. Create periodic fundraising reports and dashboards.
6. Maintain fundraising records.
7. Conduct preliminary research on fundraising prospects.
8. Reconcile donations with the Finance Department quarterly.
9. Coordinate production and mailing of year-end appeal letters.
10. Assist donors and staff with the coordination of holiday in-kind gift giving (adopt-a-family program).

11. Fill out a functional timesheet by assigned due dates in compliance with the time allocations.
12. Actively participate in reflective supervision
13. Create and maintain documentation of processes and procedures in relation to duties of the job
14. Other duties as assigned by your supervisor

Events and Volunteers

15. Maintain guest lists, gather and prepare registration materials, and other duties as assigned for fundraising events.
16. Process applications for board committees
17. Collect and track volunteer hours.
18. Prospect and procure raffle donations.

Communications

19. Support the Communications Manager, Social Media Content Creator, and consultants.
20. Prepare media materials for distribution. (i.e., copying, filing, mailing, e-mailing).
21. Assemble media and donor kits for events and meetings.
22. Supportive of the equity and inclusion goals of the organization.

Working Conditions

This position is eligible for hybrid in person & remote work. Time spent on-site versus remote working will be discussed and agreed upon with your supervisor. You are expected to be available on-site as necessary given business needs. You must be able to stand for long periods of time and perform physical activities, including lifting up to 25 pounds. You will be subject to frequent interruptions and must be able to multitask and handle stress.

Local travel in the greater Bay Area may be required.

Applying

The pay scale for the Development Associate is \$28.50-\$32.50 per hour. The benefits that come with working at Ruby's Place at full-time hours include medical, dental, and vision plans, a life insurance policy, significant vacation, sick time, sabbatical, and immediate vesting in our 403(b) with a generous match. This is a full-time, salaried position. This is a hybrid position (flex work), 40 hours a week, with some days required in our Castro Valley Office. Applicants must be located in the greater Bay Area.

If all this sounds like a good fit for you, please submit your resume and, instead of a traditional cover

letter, respond to the following three prompts:

- Why do you want to work for Ruby's Place and why are you a good fit for this role? (200 words max)
- Using the qualifications listed above (under Who You Are section), please list the top 5 qualification(s) that you feel you currently excel in and 2 qualifications you feel you will need to work toward proficiency. Please provide a brief explanation for each (a few sentences).
- How do you anticipate that the Development/Strategy/Communication Department supports the mission of Ruby's Place?

At Ruby's Place, we are committed to workplace diversity and providing equal employment opportunities. Please also note that we are going to be especially excited about candidates who understand the unique nature of a mission-driven organization and have lived experience or direct experience working with survivors of domestic violence, human trafficking, or violent crime.

Send Resume and Answers to Julie@rubysplace.org