



Job Announcement

Position: Donor Services and Communications Assistant

Location: Laguna de Santa Rosa Foundation, Santa Rosa, Ca

Classification: Non-exempt, Part-Time.

Hours: 20 hours per week, year-round.

Wage Rate: \$21/hour

Benefit Package: This position includes paid sick, holiday and vacation days, participation in a 403(b) retirement plan, and employer-sponsored health care including dental and vision.

Working under the supervision of the Development Director and coordinating closely with other staff, this position performs a wide range of member services, donation/fundraising record management, communication services and general administration tasks

Key Accountabilities:

Development and Member Services (40%)

- ✓ Member and Donation records management and reports (data base management)
- ✓ Development/fundraising Dept general support (general member services & member communications, assistance with events)

Communications Services (40%)

- ✓ Coordinate, Compile and send-out periodic organizational communications (e-news, paper newsletter, social media, fliers, brochures) – responsible for compiling and layout, not content

Misc. Administrative and Program Support (20%)

- ✓ Various administrative tasks, including:
 - some cash handling/processing
 - limited volunteer coordination
 - limited receptionist tasks
 - specific program support

Required Experience & Qualifications:

- Strong written and verbal communication skills.
- 2 years minimum experience in the following categories:
 - Data-base entry and management
 - Public communication materials production (e-news/newsletters, program/event fliers, etc.) – basic graphics/design and layout, not responsible for content or advanced design/art
- Plus 1 year minimum experience in:

- Donor Services and customer services
- Administrative assistance/secretarial
- Familiarity with Microsoft Office software (Word, Excel, Publisher, Outlook and PowerPoint) and Adobe CC (specifically InDesign & Photoshop)
- Basic knowledge of and accountability with handling money.
- Strong written and verbal communication skills.
- Friendly, outgoing, and professional.
- Flexibility, sound decision-making and problem-solving skills, ability to “think on one’s feet.”
- Exceptional ability to manage time, handle multiple tasks and priorities while remaining cool under pressure.
- Can work independently, is self-motivated, yet works well with a team.
- Available to work occasional evenings and weekends on a seasonal, as needed basis
- Ability to lift and carry 30 pounds.
- Ability to climb stairs, sit at a desk, use a phone and a computer.
- Must have personal transportation and a clean DMV record.

Preferred Experience & Qualifications:

- Friendly, outgoing, and professional.
- Experience with Gift Works data-base system or other donor-focused database
- Knowledgeable about the Laguna de Santa Rosa and the Laguna Foundation.
- Experience with non-profits, especially in the development and/or communications departments

About the Laguna Foundation:

Founded in 1989, the Laguna Foundation is a place-based organization focused on the Laguna de Santa Rosa, a Wetland of International Importance. We are a 501(c)3 non-profit with the mission to restore and conserve the Laguna de Santa Rosa, and to inspire public appreciation of this Wetland of International Importance.

The Laguna Foundation is a non-profit, non-discriminatory service organization and employer. The Laguna Foundation does not discriminate in the administration of its personnel policies. No aspect of employment within the Laguna Foundation will be influenced by ethnic group identification, color, religion, sex or gender identification, age, national origin, ancestry, veteran status, disability, sexual preference, lifestyle, HIV status, marital status, medical condition, political affiliation, pregnancy, childbirth or any other basis prohibited by statute. Any future employment with the Laguna Foundation will be on an at-will basis.

How to Apply:

Interested applicant should submit an email to jobs@lagunafoundation.org, with a subject heading “DonorServices/Communications Assistant” and attach your resume and cover letter as a PDF or Word document. Applicants without the required documents will not be contacted.

Please include a single sample of your writing and a single sample of your graphics/layout/design work.

Please do not submit a photo.

Applications will be accepted until position is filled. **Anticipated start date will be June 26, 2017 or ASAP.** Please, no phone calls. Applicants will be contacted within two weeks of submission and will be notified if they have been selected for an in-person interview.