

# Job Opening

**Job Description: Development Assistant**

**Non-exempt 50% FTE - 20 hours per week**

**Salary: \$15.00-\$17.00 DOE**

**Application Deadline: February 15, 2017**

**Start Date: March 1, 2017**

**Location: Nevada City, CA**

**Issuer: The Sierra Fund**

**To Apply: Submit cover letter AND resume' to: [jenny.michael@sierrafund.org](mailto:jenny.michael@sierrafund.org)**

**Please note: This is an on-site position only. Travel expenses for interviews will be the sole responsibility of the applicant.**

The Sierra Fund, a California Public Benefit Corporation, requests qualified applicants to respond to our job opening for a Development Assistant as specified below.

## **Job Summary**

Reporting directly to the Program Manager and the CEO, the Development Assistant will be responsible for providing administrative assistance in maintaining and expanding The Sierra Fund's funding from private foundations as well as developing new sources of income from individuals, events and government grants among others.

## **Position Type/Expected Hours of Work**

This is a half-time, non-exempt position without benefits. Duties are to be performed at The Sierra Fund's office in Nevada City. Occasional evening and weekend work may be required as job duties demand.

## **Description of Duties**

The Development Assistant performs the following essential job functions:

- Researches public and private grant sources (agencies, corporations and foundations) to identify sources of restricted and unrestricted funding.
- Organizes and tracks grant proposal deadlines, maintains development calendar.
- Works with program staff to write and submit grant reports.
- Works with program staff and CEO to develop donor appeals and updates.
- Works with program staff on events and other fundraising-related projects as requested.
- Records Management – maintains TSF spreadsheet and paper records of contributors and grants.

## **Qualifications**

Please note that in addition to the desired qualifications, successful applicants will be asked to submit a writing sample.

- Bachelor's degree in a relevant field (English, creative writing, communications or journalism)
- Familiarity and understanding of public lands, waters and natural resources in the Sierra Nevada
- Excellent written and verbal communication skills
- Strong strategic thinking skills and ability to communicate about projects within specific proposal and reporting guidelines
- A commitment to teamwork and building a strong internal culture of trust and accountability
- Computer proficiency in PC-based system
- Ability to work within specified timeframes to achieve objectives by hard deadlines
- Must have a valid driver's license and ability to travel, primarily in region

**Supervisory Responsibility**

This position does not have supervisory responsibilities.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change based on overall organizational activities.

**Work Environment**

This position will work out of The Sierra Fund's office in Nevada City, CA. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must be capable of regional travel via automobile