



Job Title: Development Associate

Organization: Positive Coaching Alliance

Responsible to: Development Manager (Regional)

Location: Remote office in Bay Area with occasional travel to office in Oakland

Status: Full Time, Non-Exempt

WHO WE ARE:

[Positive Coaching Alliance](#) and [Coaching Corps](#) have merged to become a transformational force in the youth sports field dedicated to optimizing the positive impact of youth sports on young people and their communities. Together, we are working to change the culture of youth sports so that every child, regardless of social or economic circumstance, has access to a positive youth sports experience.

PCA is headquartered in the San Francisco Bay Area and operates via a national footprint of local PCA regions and chapters (located primarily in major metropolitan areas) with committed local boards and regional staff. By partnering with youth sports organizations, professional sports leagues, schools, and other youth-serving organizations, our 70 staff members and over 150 experienced and highly trained PCA Trainers support these partnerships through collaboration and the delivery of innovative tools that communities and youth sports organizations can use to create a positive youth sports culture for all kids, regardless of social or economic circumstance.

POSITION SUMMARY:

We are seeking a Development Associate to join our experienced Development Team of 4 colleagues to act as the hub of development operations in entering all gifts into the database & sending timely acknowledgements, maintaining the integrity of donor and gift data, and being the go-to supportive colleague for Development team reporting and administrative needs. Without you as an operational foundation, we cannot carry out our mission and continue to receive gifts upon which the entire organization relies. Join us during a transformational moment in our organizational development as PCA and Coaching Corps integrate following the merger.

The Development Associate will possess strong skills in analytical reasoning and judgment (supported by training), writing, time management, and electronic-based organization. S/he/they will also be able to substantiate strong abilities in relationship management and in learning databases or new technology. The ideal candidate can manage remote working arrangements and have some availability for occasional travel.

KEY DUTIES AND RESPONSIBILITIES:

- Responsible for all gift processing primarily collaborating with the Development Systems Manager as needed to confirm accuracy and data integrity
- Carry out all gift acknowledgments in timely and accurate fashion
- Maintain development office electronic files, research materials, and archival materials within Salesforce and G Suite. Also document best practices and procedures for the Development Team.
- Responsible for data input as needed to support fundraising efforts nationally and in regions
- Support members of development teams with analytics, reports, lists, research as needed
- Support training in Salesforce with appropriate staff as new capabilities are added, changed or eliminated.
- Support regional event systems support (i.e. registration) and/or logistics support as directed by the Development Manager (Regional)
- Support the Finance & Accounting Department to provide all required tax documentation, audit back up, etc.
- Support process to ensure timely, accurate and impeccable data input processes are implemented across the organization, including managing the data entry process for gifts, donor information and donor activity.

EDUCATION AND OTHER REQUIREMENTS:

- Associate's or Bachelor's Degree with coursework involving writing skills, grammar, composition or professional experience equivalent to higher-level writing that is externally facing or representing an organization
- At least one year of experience in fundraising/gift receipt or tracking as either a volunteer or within a professional Development role capacity. Can show knowledge level of basic backend fundraising terms, general processes.
- Strong organizational skills within software and aims for efficiency and detailed accuracy with very little to no errors. Fast typing/data entry skills
- Collaborative and polished communication style and ability to adjust communication to the audience
- Some database experience preferred but not required
- Some event logistical planning experience is preferred but not required

COMPENSATION:

The compensation and benefits package are highly competitive and informed by current non-profit market data.

HOW TO APPLY:

To express your interest in the position, please submit to careers@positivecoach.org the following:

- Letter of interest highlighting relevant experience
- Resume
- You will be asked to submit some application answers in alignment with our equitable hiring practices

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other characteristic protected by law.