



Job Title: Development Associate

Reports To: Chief Advancement & Marketing Officer

Key relationships: Development Systems Manager, Development Managers, Director of Corporate & Foundation Grants, Regional Directors, VP, Accounting & Finance

Location: Remote/home office, with one required in-office day per week in Oakland CA.

Status: Full-time, Regular

Start: ASAP

DEVELOPMENT ASSOCIATE Job Description

ABOUT POSITIVE COACHING ALLIANCE

PCA's Vision: A world where every young person benefits from a positive youth sports experience with a coach who inspires them to become the best version of themselves in the game and in life.

PCA's Mission: 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.

With the recent merger of Positive Coaching Alliance and Coaching Corps, we have accelerated our ability to be a transformational force in the youth sports field dedicated to optimizing the positive impact of youth sports on young people and their communities. 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

Dates revised: 8.2022

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 Description

We are seeking a Development Associate to join our experienced Advancement team as an administrative liaison with special responsibility for data and gift entry and acknowledgements. The Development Associate will possess a high level of attention to detail, excellent writing skills, and experience in accuracy and interest in data entry. S/he/they will also be able to substantiate strong abilities in relationship management and in learning databases or new technology.

KEY Responsibilities

- Responsible for all gift processing primarily collaborating with the Development Systems Manager as needed to confirm accuracy and data integrity
- Carries out all gift acknowledgments in timely and accurate fashion
- Maintains development office electronic files, research materials, and archival materials within Salesforce and G Suite.
- Responsible for data input as needed to support fundraising efforts nationally and in regions
- Supports members of development teams with analytics, reports, lists, research as needed
- Supports the Finance & Accounting Department requests for compliance
- Manages systems data entry for gifts, donor information, and donor activity.
- Plans and schedules complex calendar(s)
- Plans, coordinates and/or oversees logistics, visits, and project work with individuals and entities internally and externally for the Chief Advancement & Marketing Officer and in collaboration with the Executive Assistant
- Compiles reports and/or materials needed for presentations and/or decision-making
- Manages multiple projects, meeting deadlines

Qualifications

- Two to three years' experience working in an administrative capacity. Associate's or Bachelor's Degree preferred
- Strong organizational skills and aims for efficiency and detailed accuracy. Fast typing/data entry skills
- At least 1 year of experience working within a database with multiple areas of data entry and reporting

- Strong verbal and written communication skills: Collaborative and polished communication style and ability to adjust communication to the audience
- Ability to handle sensitive information and maintain confidentiality.
- Demonstrated ability to perform duties with professionalism, flexibility, discretion, and good judgment.
- Ability to multitask, and manage priorities to meet deadlines.
- Proficient in Microsoft Word and its functions (mail merge, basic Excel formatting/editing) required. Familiarity with G Suite is a plus.

Personal Characteristics:

The Development Associate should embody the following personal characteristics:

- Values diversity
- Passion for the PCA cause is essential!

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.

To Apply: Send your resume and cover letter to careers@positivecoach.org with Development Associate in the subject line. Thank you!