



Development Assistant/Office Manager

The California Bar Foundation is a 501(c)(3) nonprofit organization affiliated with the State Bar of California, dedicated to building a better justice system for all Californians. We champion full and equal access to the justice system, invest in the next generation of California lawyers, educate Californians about their rights and responsibilities under the law, and promote philanthropy throughout the legal community. Through the voluntary donations of California lawyers, law firms, and other supporters, the Foundation annually awards grants to California organizations conducting innovative law-related projects and scholarships to outstanding California law students.

The Foundation seeks an energetic and highly organized individual to support the implementation of all aspects of the Foundation's fundraising efforts, including annual giving, major gifts, law firm/corporate giving, and donor relations. In addition, the Development Assistant/Office Manager will provide support for all administrative office functions. Outstanding interpersonal and customer service skills, ability to write and speak articulately, ability to exercise discretion and maintain confidentiality in work, ability to work independently on deadline-critical projects, attention to detail and follow-through, and experience working with databases are all essential. This position is full-time, is based in San Francisco, and reports to the Executive Director (dotted line to the Development Director).

Responsibilities include:

- **Development (65%):** Work closely with the Development Director to assist in the implementation of the Foundation's various fundraising activities, including but not limited to:
 - Day-to-day management of the Exceed! donor database, including data entry, maintenance, updating and coding donor records, running reports, and exporting data for use in mailings and e-mailings
 - Preparation of direct mail solicitations, including helping develop prospect lists, generating solicitation list from the donor database, doing the mail merge, preparing and printing the letters, labels/envelopes, and inserts, and physically preparing the mailing in accordance with U.S. postal service bulk mailing requirements
 - Preparation of individualized and law firm solicitations, including development of solicitation lists, manipulation of segmented solicitation lists, doing mail merges, personalizing letters, and preparing and printing the letters, labels/envelopes, and inserts
 - Assisting in the implementation of plan to use email and other electronic media to communicate with current and prospective donors
 - Processing and acknowledging donations, including the drafting, preparation, and mailing of thank you letters, and other donor recognition efforts
 - Preparation of initial drafts of donor recognition lists
 - Management of paper fundraising files
- **Office Management/Support Services (35%):**
 - Provide administrative support to the Executive Director, the Board of Directors, and committees, including but not limited to arranging meeting logistics, scheduling meetings conference calls, and responding to Board member inquiries
 - Answer the Foundation's main telephone line and respond to general inquiries. Sort incoming mail, respond to general inquiries, and manage outgoing mailings
 - Organize and maintain the Foundation's master paper and electronic files

- With IT Consultant and Executive Director, oversee management and maintenance of office equipment and telecommunication services; serve as primary liaison with office equipment and telecommunication vendors
- With the Accounting Consultant, oversee processing of receipts and bills, maintain financial records, and oversee compliance with all reporting requirements
- Support the Executive Director in managing the Foundation's insurance, human resources function, and memberships in outside associations and organizations
- Manage office supplies and stationery, including keeping an accurate and up-to-date inventory on supplies, anticipating upcoming projects and mailings, and ordering the necessary supplies or stationery to accomplish those projects and mailings
- Secure locations and manage catering and other logistics for the Scholarship Reception, Board holiday party, Board meetings, and other events
- Serve as main liaison to office building facilities management and State Bar support services
- Provide administrative support to the Program Director, particularly in the grant and scholarship application and selection processes
- Handle requests for State Bar public education guides
- Provide administrative support to any advisory boards that may be created, including handling the logistics for any meetings and helping prepare mailings and materials for them
- Provide administrative support for special events and other projects as needed

Qualifications include:

- Bachelor's degree
- 1-3 years of fundraising experience, particularly annual fund and direct mail experience
- Excellent Microsoft Office skills (Word, Excel, Outlook, Powerpoint), particularly experience doing mail merges and manipulating spreadsheets
- Strong database management skills; experience with Exceed! software a plus
- Experience managing relationships with vendors
- Experience managing bulk mailing projects in accordance with U.S. postal service requirements a plus
- Ability to do basic IT troubleshooting
- Strong organizational skills, attention to detail, and follow-through
- Ability to juggle many tasks and projects at the same time and to work under multiple deadlines
- Strong interpersonal skills
- Strong written and oral communication skills
- Willingness to learn quickly, take initiative, and receive constructive feedback
- Passion for the Foundation's mission of building a better justice system for all Californians

The Foundation is an equal opportunity employer. People of diverse backgrounds are strongly encouraged to apply.

To Apply:

Interested applicants should send their resume and cover letter to:

California Bar Foundation
 180 Howard Street
 San Francisco, CA 94105
 Fax: 415-856-0788
 Email: info@calbarfoundation.org (include "Development Assistant/Office Manager" in the subject line)