

**LA's BEST Afterschool Enrichment Program
DEVELOPMENT OPERATIONS ASSISTANT
(Job Posting - 9/19/2023)**

About LA's BEST

Established 35 years ago, LA's BEST is a safe and engaging afterschool enrichment program for elementary school students in neighborhoods with the highest needs, yet fewest resources. Beyond academics, our programming nurtures social and emotional connections with trained and caring adults. LA's BEST prepares and inspires staff to empower children to create lives full of choices and supports working families across Los Angeles.

LA's BEST is a unique partnership between the private and public sectors providing afterschool enrichment. Los Angeles Unified School District (LAUSD) operates the program. Advocating for public, government allocations and fundraising from the private sector comprise the nonprofit entity. These branches collaborate to maintain, expand and enhance equitable programming that benefits staff, children and working families living across Los Angeles.

Job Overview and Responsibilities

Reporting to the Senior Manager of Development Operations, the Development Operations Assistant will lead data entry projects and help coordinate cross-team needs. This is a new position, filling a significant need of the organization. Core responsibilities may include:

- Managing gift acknowledgment, processing and producing acknowledgment letters.
- Acting as the lead for all data entry and maintenance of constituent records.
- Liaising with the frontline fundraising team and assisting with opportunity, contact, and account entry.
- Working with the finance team on monthly reconciliation.
- Assisting with data cleanup projects.
- Assisting with direct mail and fundraising appeals, pulling lists and updating records.
- Fielding donor and constituent requests in a timely manner and troubleshooting issues as needed.
- Sending printed donor tribute cards and emails.
- Collecting and entering gift-in-kind forms.
- Managing weekly updates for new/existing online donors and sign-ups.
- Facilitating development team meetings, documenting meeting minutes and documenting actions.
- Collaborating with other nonprofit staff on key initiatives or special projects as assigned.

Core Competencies

- Proactive and flexible in a changing and fast-paced environment, while working with tight resources and a small team.
- Ability to manage and prioritize concurrent projects with grace and meet deadlines.
- Ability to communicate clearly, warmly and professionally while representing LA's BEST (in-person and written) with diverse stakeholders and audiences.

- Eager to continue learning and developing within the role; excited to take on new challenges with support and outlined deliverables.
- Culturally responsive and committed to diversity, equity, and inclusion.
- Adept at using technology and working remotely with colleagues to facilitate daily work.
- Committed to the mission, vision and values of LA's BEST.

Qualifications and Experience Requirements

- Bachelor's degree or equivalent experience.
- 1 - 2 years of relevant work experience.
- Proficiency in Microsoft (Word, Excel, PowerPoint) and Google (Docs, Sheets, Slides, Forms) applications.
- Fundraising experience in a personal or professional capacity is preferred, but not required.
- Experience working with MailChimp (or similar email tools), donor databases and/or digital fundraising platforms/tools is preferred, but not required.

Compensation

\$48,000 - \$55,000; commensurate with experience.

Work Location

Currently, there is a hybrid work environment with two days per week required at the office in downtown Los Angeles. Occasional evening and weekend work is required for events throughout the year. Candidates must also be able to travel to school sites and meetings/events within LA County on a semi-regular basis and have access to reliable and timely transportation.

Company Benefits

LA's BEST provides employer paid medical, dental, & vision insurance for employees, life insurance, short-term and long-term disability coverage, 401(k) retirement plan with a 4% match after one year of continuous employment, flexible time off, cell phone stipend, flexible spending account, and other benefits.

Mileage is reimbursed for work-related functions throughout Los Angeles County, outside of the normal commute to-and-from the office in downtown Los Angeles, and parking in downtown LA near the office will be provided (or a public transit stipend).

Equal Opportunity

LA's BEST is an equal opportunity employer (EOE). Qualified applicants are considered for employment without regard to age, race, religion, gender, sexual orientation, national origin, and disability or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request (LA's BEST is pleased to provide such assistance, and no applicant will be penalized as a result of such a request).

How to Apply

Please submit a resume and cover letter to hire@lasbest.org with "Development Operations Assistant" in the subject line. Applications will be accepted on a rolling basis until the position is filled.