



## Fundraising Associate

Part-time Position / 24 hours week

### POSITION OVERVIEW

The Fundraising Associate is a newly created part-time position that reports to the Development and Communications Director, to work in partnership with the Communications Associate. As part of the team, this position will support CLAM's goals, projects, and new initiatives that increase opportunities for local affordable housing. Specifically, the Associate will support the fundraising functions of the organization and collaborate regularly with the Executive Director, Board, and CLAM staff to implement CLAM's fundraising strategies. The ideal candidate will understand and appreciate the importance of integrating fundraising, communications, and community engagement, and will enthusiastically embrace the mission and culture of CLAM.

The candidate will be self-motivated, a highly skilled multi-tasker, and effective communicator with a keen attention to detail. Two-plus years of fundraising experience in a nonprofit environment, with the ability to work collaboratively with a strong staff and board team is required. This role offers an opportunity to build upon your existing donor relations skills, increase your knowledge and mastery of donor database management, and implement a coordinated strategy for fundraising, communications, and community engagement activities.

### ABOUT CLAM

CLAM's mission is to provide stable and permanently affordable homes in an environmentally responsible way in the communities surrounding Tomales Bay. As a community land trust, CLAM removes land and housing from the speculative real estate market, holding it "in trust" to serve as a long-term community asset for housing. In historically segregated Marin County, with one of the country's most expensive housing markets, CLAM works to advance racial and economic equity by enabling families to purchase and rent homes affordably, thereby preventing displacement and empowering families and individuals to advance economically and thrive within their communities. Many who work in health care, agriculture, and the hospitality and service sectors commute 30-60 minutes to their jobs here. The lack of affordable local housing makes it difficult for local businesses and services to recruit and keep employees.

Founded in 2001, and powered by a dedicated, talented, and knowledgeable team of staff, Board, and other community volunteers, CLAM has grown to provide or facilitate housing to 63 people who work, live, and go to school throughout the community. CLAM tenants include renters,

owners of two Community Land Trust homes, and those residing in affordable second units in privately owned homes facilitated by CLAM's Real Communities Rental program. These homes only begin to meet the need for local affordable housing, and CLAM continues to work to expand the stock of housing affordable to local families, workers, and seniors. CLAM is currently involved in a multi-year project to rehabilitate a 50+-unit former Coast Guard housing site in Point Reyes Station as well as seeking other opportunities to provide affordable housing.

CLAM's office is located off Highway 1 in Point Reyes Station in West Marin. We offer a collaborative and supportive work environment with competitive pay and benefits, including personal time off, health insurance, and a family-friendly approach. Our team of committed professionals and Board of Directors bring their passion and talents together to support CLAM's mission.

## **PRIMARY RESPONSIBILITIES**

### **Individual Donor Program (45%)**

- Support the Development & Communications Director to develop and execute the annual fundraising plan, including organizing and tracking fundraising campaigns, providing general team support, writing fundraising copy, coordinating mailings, and preparing print materials
- Support the Development & Communications Director and Fundraising Committee to develop and execute donor cultivation and stewardship activities, such as setting up individual/group meetings, connecting with community members, and producing events designed to engage and inform CLAM donors
- Write donor acknowledgement letters, donor appeal letters, and other fundraising copy

### **Support Other Fundraising & Communication Activities & Technology (30%)**

- Coordinate Fundraising Committee meetings
- Support Business Sponsorship subcommittee activities
- Support grant-seeking activities including researching funding sources, writing grant proposals & grant reports, & tracking foundation activities
- Coordinate with and support the Communication Associate's work to implement CLAM's communications strategies, including producing e-newsletter, annual report, and other member/donor/resident/community-at-large communications
- Assist with event preparation and special projects

### **Data Management (15%)**

- Enter data and maintain the database to ensure data integrity, consistency, and accessibility
- Prepare mailing lists for appeals, events, and other mailings
- Prepare reports for the fundraising committee, staff and board

### **General Administration (10%)**

- Attend staff and board meetings as necessary to coordinate and support CLAM's work with staff and board
- Contribute to regular office maintenance and record-keeping and other tasks as needed
- Seek out and attend professional development opportunities

### **QUALIFICATIONS**

Required Skills, Knowledge and Experience:

- 2+ years fundraising experience with a nonprofit organization, including with individual donors, and grantwriting
- Excellent verbal and written communication skills.
- Demonstrated ability to work effectively with various constituencies, including Board and staff members, donors/members, and members of the broader community
- Demonstrated commitment to racial and social justice
- Highly proficient in Windows, Microsoft Office and Google Suite
- Proficient using CRM or managing a donor database; experience with DonorSnap is a plus
- Keen attention to detail, accuracy
- Sound judgment and willingness to ask for help
- Ability to manage multiple projects and tasks at the same time, juggling short-term and long-term tasks and priorities in a fast-paced environment
- Ability to work in CLAM's Point Reyes Station office when safe Covid-19 pandemic conditions permit, with option for partial remote work at that time
- Ability and willingness to work some evenings and weekends

Additional desired skills, experience, and qualities include:

- Skilled in social media and online platforms for communications; Canva, and MailChimp
- Desire to work in a small team environment
- Bilingual Spanish/English preferred

### **Compensation and Benefits**

The rate of pay range is \$19.23 – \$22.83 hour (annualized salary is \$24,000 to \$28,500), depending on experience. Benefits include 50% medical insurance premium for employee-only, plus holidays, and paid time off (PTO).

### **To Apply**

Interested candidates should submit a single PDF file including both your resume and a cover letter describing your interest in the position and qualifications to: [jobs@clam-ptreyes.org](mailto:jobs@clam-ptreyes.org)

Include contact information. Cover letter required for review of application.

Please specify position in subject line.

Applications will be accepted until the position is filled – our goal is to hire early 2022. Early submissions are encouraged.

### **Work Environment**

Pre-COVID, this position operated in a professional office environment using current technologies. Currently, staff primarily work remotely; we limit the number of people who can work in the office at a time. When we return to full-time office work, partial remote work may be possible; however, regular presence at the office and in the community are required.

### **Equal Opportunity Employer**

CLAM is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bicultural individuals, as well as members of the LGBTQI communities. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

As part of a community of nonprofit organizations of West Marin, CLAM has signed on to the following joint statement:

We acknowledge the systemic racism at play in our country and county, and commit to facilitate change and foster the inclusivity that this moment in history demands. We recognize that this is the work we must do to truly live out our values of equity and inclusion.

Together we agree to:

- Carry out our own internal work within our respective organizations to address bias and racism, while advancing equity, diversity and inclusion;
- Share our learning with each other for more effective action; and
- Collaborate as West Marin nonprofits to work with our communities in confronting systemic racism.
- We draw our inspiration from courageous leaders who over the centuries have challenged exploitation, racism and violence.

**To learn more please visit: <https://www.clam-ptreyes.org>**