



### **Job Description**

Position Title: Donor Relations Administrative Assistant  
Department: Development & Communications Department  
Reports to: Senior Manager of Development  
FLSA Status: Full-time, Non-exempt

### **About**

Breathe Southern California (BREATHE SOCAL) is a 501(c)3 nonprofit organization focused on achieving clean air and healthy lungs through research, education, advocacy and technology. The organization runs an array of breathing and health-related educational and outreach programs to increase public awareness about lung-related diseases-including asthma, bronchitis and emphysema and works towards eradicating these diseases.

Our programs have provided thousands of schoolchildren with the health education tools necessary to improve their indoor and outdoor environments, manage lung health risks, and prevent related illnesses such as asthma. BREATHE SOCAL also provides education to children with asthma and their parents, and adults with emphysema, chronic bronchitis and Chronic Obstructive Pulmonary Disease (COPD) to better understand and manage their disease. BREATHE SOCAL also conducts educational programs aimed at tobacco prevention, healthy eating, and air pollution and environmental health. The organization also conducts advocacy and educational programs to increase public awareness of air pollution and promote solutions that will achieve clean air for all.

### **Job Duties & Responsibilities**

The Development Administrative Assistant is to support the key functions of the fundraising department. The roles and responsibilities includes, but is not limited to the following:

- Become knowledgeable of mission, development, and communications efforts,
- Participate in staff meetings and learning opportunities,
- Participate in brainstorming sessions to develop creative ideas for successful execution of marketing, recruitment, and fundraising plans for special events,
- Assist in data entry, recording donations, tabling at promotional events, mailings, event planning and promotion, volunteer recruitment, prospect research of potential community, corporate, and individual partners,
- Assist in recording all donations in CRM (Donor Perfect), sending acknowledgement tax receipts letters, assisting in mail merge and direct mail campaigns,
- Track and process with the Operations Department all revenue (i.e., received online, EFT, credit card, and cash/check),
- Run monthly, quarterly, and weekly analytical reports for all fundraising revenue, appeals, and department fundraising activities,
- Assist with communications and promoting event and projects including but not limited to content development for all social media platforms, blog posts, media outreach for publication, and marketing materials for signature events
- Analyze content performance on social media channels and develop corrective measures to enhance performance,
- Update brochures, manuals, and web pages as needed,



- Research potential foundation grants in Southern California for funding
- Assist in submitting funding proposals for grants and corporate giving
- Support the Senior Manager of Development with managing all fundraising focused Committee Meetings (i.e., scheduling meetings, coordinating meeting attachments and agendas, taking minutes etc.)
- Assist as needed in updating and developing materials for fundraising staff to assist in foundation and corporate pitching/solicitation
- Assist in outreach as needed for in-kind donations
- Assist Senior Manager of Development in administrative tasks for major fundraising events, and
- Other duties as assigned focused on meeting fundraising goals

### **Qualification Requirements**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have at a bachelor's degree and/or related experience
- Qualified candidates should possess strong writing skills, attention to detail, and have a keen interest in public health
- Ability to multitask, perform in a team environment, and a demonstrated willingness to learn
- Ability to work independently
- Computer Proficiency – Microsoft Word, Excel, PowerPoint, and Publisher
- Professional appearance and positive attitude with good phone skills

### **Preferred Skills**

Qualified candidates must be enthusiastic, reliable, and interested in public health. Must possess an agility with numbers and graphic design capabilities (Photoshop, Canva) CRM experience a plus (Donor Perfect, Salesforce, Blackbaud)

**This job description reflects management's assignment of essential functions. It does not prescribe nor restrict responsibilities that may be assigned. Apply to [ariza@breathesocal.org](mailto:ariza@breathesocal.org) with cover letter and resume. Position is at will.**