

2-27-19 Development Administrative Assistant, Part Time, Food Forward, North Hollywood, 4-1-19 deadline

Job Title

Development Administrative Assistant

20 hours a week (non-exempt), with potential for additional hours

Desired Start Date: late April

Agency

Food Forward (501c3 non-profit), www.foodforward.org

Location

7412 Fulton Ave #3, North Hollywood, CA 91605

Pay Rate

\$15-\$17 hr. DOE

ORGANIZATION and POSITION OVERVIEW:

- Food Forward's mission is to fight hunger and prevent food waste by rescuing fresh surplus produce, connecting this abundance with people in need and inspiring others to do the same. Produce reaches those in need in eight Southern California counties via distribution by hundreds of hunger relief agencies across virtually all social service sectors: homeless outreach, domestic violence shelters, street youth homes, veteran services, LGBT teen/adult/senior services, after-school programs, the mentally disabled, low-income college programs, and many more. With the volunteer-power of over 7,000 registered volunteers and a modest staff, we will help feed over 2 million Southern Californians in need this year alone.
- The Administrative Assistant will report to the Director of Development. S/he will provide support in all areas of fundraising: individual donors, foundations, corporate supporters, events, etc. One of the primary focuses of this position is to maintain the fundraising database (Salesforce). This includes keeping contact information current and donation acknowledgment. S/he also will help generate reports and compile data. The Administrative Assistant will also support donor and community cultivation events, including harvests, Foodstader classes, tabling at public events, and more.
- The ideal candidate is passionate about hunger/food justice issues. S/he must be a self-starter who has an acute interest in learning non-profit fundraising. The candidate must possess exceptional organizational, communication, written, and critical thinking skills. These, along with ambition and a willingness to learn, are non-negotiable traits. Food Forward has been rapidly expanding since inception, and this new position has great potential for growth!

Food Forward Core Values

- Creativity – We seek to innovate in all facets of our work.
- Joyfulness – We cultivate a meaningful, fun, positive and spirited work environment.
- Committed to Food Justice – We believe that access to wholesome food, and fresh nutritious produce, is not a privilege, but a right. We work hard to end food inequality and reduce food insecurity.
- Authenticity – We are transparent and honest in our words, deeds and actions. We act at the highest level of integrity.

- Disciplined – We are reliable, professional, accountable, rigorous and committed to excellence in all areas of our work, both internally and externally.
- Community-minded – We aim to include and connect people in the community, and to remain open, diverse, respectful, and accessible. We take pride in offering people meaningful volunteer and work experiences.

Responsibilities

- Process and acknowledge individual gifts, grants, and all other income
- Keep CRM database (Salesforce) current and tidy
- Assist with other development projects and events, as needed
- Flexible, team player, and able to work well under pressure.
- Comfortable working in a fast-paced, open-space environment.
- A valid driver's license, reliable source of transportation, and ability to easily navigate Southern California.
- Must be willing to work occasional nights and weekends.
- Ability to lift 40 pounds, sit, stand, walk, climb stairs, bend, lift, twist, kneel, and crouch.

Required Skills

- Keen passion for food justice is desired
- Strong organizational skills and attention to detail
- Aptitude and affinity for organizing large amounts of electronic data
- Exercises good judgment in handling confidential and sensitive donor information
- Ability to manage time and work effectively under pressure to meet deadlines
- Fundamental understanding and/or proficiency in basic bookkeeping is preferred
- Skilled in Microsoft Office, Google Sheets, and GoogleDocs
- Experience working with Salesforce and/or other CRM or donor software is strongly preferred

Application Mode

- Applicants are strongly encouraged to apply a.s.a.p.
- Send a cover letter in the body of an email including: where did you discover this listing; if you were a fruit or vegetable what would you be and why; and what can you bring to the Development Administrative Assistant position?
- Attach your resume as a PDF and send it to career@foodforward.org. The subject line should read, Admin Asst. – (Your Name).
- No phone calls or in person visits. Please follow these instructions to ensure that we process your application.
- Food Forward strongly encourages people of color, women, l/g/b/t/q individuals, and those with protected class backgrounds to apply.

Application Deadline

4/1/19

Contact for further information

career@foodforward.org