



Are you Donor-centric and Passionate about Making a Difference in the lives of those who are Underserved?

This is an ideal position for someone looking to gain an understanding of nonprofit philanthropy while serving the community. The Achievable Foundation administrative offices are located in prime Culver City near the Westfield Culver City Mall and public transportation. Benefits including 12.5 holidays and hybrid work schedule.

Development and Communications Assistant

Achievable is a nonprofit Federal Qualified Community Health Center whose mission is to provide high quality, integrated care to individuals with intellectual and developmental disabilities, their families, and other vulnerable populations.

JOB SUMMARY

Under the direct supervision of the Director of Development, the Development and Communications Assistant will assist with gift processing, donor acknowledgement, database management, donor cultivation and stewardship, grant research and writing.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Input data to ensure accuracy of donor database, process timely donor communications, and other administrative duties, 30% of time.
- Perform social media and communications duties, 25% of time.
- Assist in the planning and organizing of events, including invitation list development, vendor coordination, managing RSVP's, securing auction items, 25% of time
- Assist in the research and submission of grant applications and reports, 20% of time.

QUALIFICATIONS

- 1-2 years' experience working in a nonprofit or similar experience, preferred.
- Curiosity and interest in being part of a development team and learning the function of philanthropy within a nonprofit organization.
- Ability to research and find pertinent information effectively and efficiently.
- Excellent organizational skills.
- Excellent communication skills (written and verbal).
- Experience with Word, Excel, and PowerPoint. Interest in working with a donor base and becoming well-versed in donor data points.
- Passion for making a difference in the lives of people that are underserved!

Benefits include: Paid vacation, sick time and 12.5 holidays; medical, dental, and vision insurance; retirement plan, life insurance and an employee assistance program (EAP)

To apply, please send a cover letter and resume to employment@achievable.org. Please include the job title in the subject line.