



## **Development Associate Position**

Ten Strands is a San Francisco-based nonprofit with a mission to build and strengthen the partnerships and strategies that will bring environmental literacy to all of California's 6.2 million K–12 students. We believe that every student in California can achieve environmental literacy; that all students deserve the opportunity to understand, interact, and connect with their environment in meaningful ways that promote learning and growth. We act as a connector, building partnerships and forging pathways to ensure that California's K–12 students receive a high-quality education with an environmental component. Together we create a healthy future for our planet and its inhabitants. Our strategy harnesses the vast and diverse reach of California public schools, combined with the resources of environmental education providers such as science centers and outdoor education programs, to ensure all students, particularly those from underserved communities, have access to an environment-based education.

### **POSITION OVERVIEW**

Ten Strands seeks a highly motivated, detail-oriented, well-organized, and energetic full-time Development Associate to work with the Director of Development to help implement the organization's comprehensive development and fundraising plan, meeting the organization's revenue goals of more than \$2 million annually.

The Associate will provide day-to-day assistance and organizational support for the Director of Development and the Founder and President, as well as provide ongoing support for other staff and volunteers in their work to further Ten Strands' mission. The position requires a collaborative individual who excels at tracking and managing details, meeting deadlines, and following up, and thrives working as part of a small entrepreneurial team.

The Associate will travel approximately 5-10% of the time for donor cultivation, fundraising, and events. Candidate must be willing and able to periodically work outside of core hours to provide onsite support for occasional evening events.

### **QUALIFICATIONS**

- Results-driven achiever with strong planning, tracking, and organizational skills
- Experience working for, or with, a nonprofit development team or has comparable work experience
- Experience with maintaining a donor management database, e.g. eTapestry, and ability to conduct research, compile information, and provide summary and data comparison reports
- Exceptional listener and communicator who effectively conveys information verbally and in writing
- Proven writing and editing skills
- Experience doing research, compiling information, and providing summary reports
- Highly proficient in Microsoft Excel, PowerPoint, Word, and Google docs
- Experience with design applications like Adobe InDesign, Photoshop, or Illustrator and web content management systems like WordPress is highly desirable

**Work Environment**

Ten Strands is located in the San Francisco Presidio. Today's Presidio is home to the spectacular vistas, nature, and programs that you would expect in a great national park, plus much more. The park is home to museums and food trucks, art and archaeological sites, San Francisco's newest recreation facilities, and its most historic building.

**Salary and Benefits**

Compensation is commensurate with work experience, skills, and educational background. Generous compensation package includes 100% employer paid medical, dental, and vision benefits for employee, and a retirement plan.

**Ten Strands is an Equal Opportunity Employer.**

All qualified applicants will receive consideration without discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, marital status, pregnancy, medical condition, disability, or sexual orientation. As an equal opportunity employer, we are committed to identifying and developing the skills and leadership of people from diverse backgrounds. People of color, differently-abled people, and LGBT persons are strongly encouraged to apply.

**Contact**

Please submit cover letter and resume to: [hr@tenstrands.org](mailto:hr@tenstrands.org)