



The Mentoring Center

Fund Development Assistant

Consultant, Variable hours per week

\$30 – \$35 per hour (based on experience)

Organization Overview:

The Mentoring Center (TMC) is a 30-year-old nonprofit organization located in Oakland, CA. TMC serves and supports systems-impacted and other youth and young adults through mentoring, education, and other programs; conducts mentor training to individuals, organizations, and institutions; and provides advocacy on behalf of and with the young people we serve.

Position Summary:

The Fund Development Assistant will assist with fundraising and fund development efforts. Work for this consultant position is project based (no minimum hours).

Duties and Responsibilities:

- Search for and research grant opportunities
- Conduct research on foundations and other sources of funding
- Manage Salesforce database (for donors and funders)
- Maintain grants calendar
- Correspond with donors and funders
- Assist with research, preparation, and submission of proposals
- Attend fundraising/fund development workshops
- Assist with the organization's fundraising events and campaigns
- Compile and maintain information on donors and donor prospects
- Other related duties, as assigned

Minimum Qualifications – The ideal candidate has:

- Strong administrative, research and writing skills
- A minimum of three years of experience in fundraising and/or knowledge of local, state, and national philanthropy focused on youth
- A Bachelor's Degree or equivalent (could substitute experience for degree)

The ideal candidate must:

- Adhere to policies and procedures for handling confidential documentation and information
- Be detail oriented and have excellent communication skills
- Pass background check, if selected for the position
- Have a negative COVID test

Only applicants that meet the minimum qualifications will be considered

This is a part-time consultant position (employment is possible in the future)

Position open until filled