



Development & Outreach Associate

Full Time/Temporarily Remote

Hayward, CA

“linking people and resources”

Mission

Since 1976 Eden I&R has been working to achieve its vision of a community empowered with information and connected to resources, so that all people obtain health, happiness, hope, and improved livelihoods. Eden I&R (<http://edenir.org>) is a dedicated team of approximately 36 staff working collaboratively to serve over 70,000 people per year in Alameda County with an annual program budget of over \$3M.

Eden I&R has been featured in the news for connecting thousands of people with services and resources such as shelter and housing, medical care, food, and transportation.

Eden I&R provides constantly updated information before, during, and after disasters such as wildfires and Public Safety Power Shutoffs. It has also provided the community with the frequently changing information throughout the Covid-19 pandemic and has played specialized roles such as scheduling Covid test appointments in multiple languages for those who need assistance. Eden I&R is in a state of growth and transition.

Summary of Position

The Development & Outreach Associate will work to promote the mission of Eden I&R and raise awareness of its programs including its online resource portals and the relatively new Transportation Program among the community and various stakeholders including donors. Additionally, this person will be responsible for management of the development database and other administrative duties. The Development & Outreach Associate will report directly to the Development Director.

The Development & Outreach Associate should be a dedicated and passionate person who is creative, outgoing, and self-motivated. The candidate should be web-savvy with strong writing and confident interpersonal skills, able to work independently and in teams, and strongly interested in promoting Eden I&R's work which includes some targeted outreach around transportation programs for seniors

and people with disabilities. This is a newly created position based upon growth and new funding and will potentially be expanding responsibilities as the program grows.

Responsibilities include but are not limited to the following:

Outreach & Communications (50%)

- Set program strategy in collaboration with the Transportation Manager and Director of Programs for paratransit outreach and education.
- Manage the agency's social media platforms; write social media posts; post website updates via WordPress.
- In partnership with the Development Director, create and distribute monthly agency newsletter.
- Research, coordinate, and/or conduct public presentations including private and community events to increase community awareness of paratransit and other transportation resources in Alameda County.
- Plan and perform a wide range of public engagement and outreach activities.
- Create outreach materials (e.g., flyers) to be used at public engagement and outreach activities.

Administrative (50%):

Provide administrative support to the Executive Director.

- Schedule and coordinate internal and external meetings.
- Prepare correspondence for internal and external stakeholders.
- Manage the timely acknowledgement of donations and assure that all types of donations (cash, pledges, matching gifts, and planned gifts) are properly documented in Salesforce database.
- Ensure data integrity in Salesforce and Constant Contact through accurate data entry and ongoing clean-up efforts.
- Assist with administrative tasks related to grant proposals and coordinate the distribution of appeals and other mailings in collaboration with Development Director.
- File contracts electronically and schedule team meetings when new contracts are added.
- Other duties as assigned.

Requirements, Qualifications, Skills & Abilities

- B.A. degree in Marketing or Communications desired or any equivalent combination of education, training, and/or experience.

- Excellent written and oral communication skills. Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally, and by preparation of reports, strategic social marketing communication, and other mediums.
- Ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
- Demonstrated ability to use multiple software platforms including Microsoft Office Suite, web-based tools including WordPress, and other software applications to enhance productivity, Salesforce database management, and various Internet-based social media tools (i.e. Facebook and Instagram, etc.).
- Ability to successfully plan and execute collaborative programs and events.
- Work independently and effectively juggle multiple time sensitive priorities and deadlines in a demanding and fast-paced work environment.
- Demonstrate project management skills for a variety of project types and sizes.
- Demonstrated personal effectiveness, credibility, thoroughness, flexibility, and collaboration skills in adhering to and advancing Eden I&R's vision, mission and values and ethical standards.
- Highly organized and good with time management; ability to work closely with and support a few key positions at the agency.

Compensation and Benefits

Competitive compensation package commensurate with experience includes medical, dental, 401(k) and other benefits. Salary range is \$55,000 - \$65,000 based upon experience. At Eden I&R you will have the opportunity to work with a growing nonprofit that is scaling due to need in the community. This is an opportunity to potentially grow with additional responsibilities.

Location

This position is temporarily remote. Candidates must be able to be in person, when needed and safe, though a combination of remote and in person is possible. Eden I&R is conveniently located one block from the Hayward BART station.

To Apply

Please send your resume and cover letter to Stacy Nelson & Associates-Leadership Search Partners at stacyn@stacy-nelson-and-associates.com.

Eden I&R is an equal opportunity employer