



# BANANAS

## **JOB ANNOUNCEMENT** **Development Associate**

### **Position Overview**

BANANAS Inc. is searching for an experienced, energetic, and multi-talented individual to join our team as a Development Associate. The successful candidate will need to be an excellent communicator, flexible, have good time management skills, and the ability to handle competing priorities. Demonstrated interest in Alameda County's youngest learners is a plus.

### **About BANANAS Inc.**

BANANAS is a nonprofit organization that supports families, children and early care and education providers. Our programs help families connect with all types of child care options from family child care home-based settings, preschool centers, family, friend, neighbor caregivers and nannies so they can work or continue their education. Providers are supported with technical assistance and professional development. We are experts in the field of early care and education and our wide variety of services support families and child care providers in raising early learners. We offer workshops, playgroups, coaching, and support groups for parents and caregivers. Low-income families are supported with financial assistance so they can access quality child care. BANANAS is a great place to work with colleagues who care about their clients, our youngest learners and each other.

### **Major Duties**

- Execute all cultivation steps for monthly donors, major donors, and legacy donors
- Enter donations in Neon CRM and update the donor database with accuracy
- Generate donor reconciliation reports monthly
- Process donations and generate donor acknowledgment letters within 48 hours of gift
- Provide support for appeal mailings
- Prepare packets for donor meetings and presentations
- Support the planning and facilitation of UnPeeled Children's Carnival annually
- Support team in planning all small donor events
- Assist in researching and packaging grants
- Assist with social media calendar on fundraising/campaign content
- Attend meetings, take minutes as needed

- Ensure all Dev/Comm files are cleaned and organized on a continual basis

## Required Qualifications

- Bachelor's degree in related area and/or 1-3 years of experience in non-profit development/fundraising
- Excellent written and oral communication skills
- Attention to detail and solid project management skills
- Able to prioritize tasks in a fast-paced environment
- Handle private donor information with confidentiality
- Highly organized and self-motivated
- Can work alone and with others
- CRM experience, preferably Neon
- Proficient in Microsoft Office, particularly Word and Excel (mail merges, sorting/filtering, organizing reports)

## Preferred Qualifications

Experience with:

- MailChimp
- HootSuite
- Basic WordPress
- Working with social media business pages

## How to Apply

- To apply for the position, please email all required information to [jobs@bananasbunch.org](mailto:jobs@bananasbunch.org)
- No phone calls please.

BANANAS is committed to maintaining a staff that reflects the diverse communities we serve. We are an equal opportunity employer and do not discriminate in hiring, promotions, or any other personnel action on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, economic status, age, veteran status, marital status, parental status, medical condition, and/or mental or physical disability, or any other consideration made unlawful by local, state, and federal laws.