



RISING SUN

CENTER FOR OPPORTUNITY

JOB DESCRIPTION: Development & Communications Associate

Rising Sun Center for Opportunity seeks a detail-oriented, motivated, and enthusiastic Development & Communications Associate to participate as a core member of our Development & Communications Team. This is a permanent, full-time, exempt position. The position will streamline our team processes and provide operational support for Rising Sun's innovative workforce development programs promoting economic equity and climate resilience.

The Development & Communications Associate will focus on donor and grant management, grant applications and reports, external communications, gift processing, donor stewardship, and event planning in support of Rising Sun's fundraising goals. This position reports to the Director of Development & Communications and works closely with the Associate Director of Development and the Development & Communications Manager.

A successful Development & Communications Associate...

- Is passionate about Rising Sun's mission and excited to actively champion it.
- Has excellent written and verbal communication skills, taking pride in quality and accuracy. You have experience tailoring messages to different audiences in a compelling manner; you're known for your ability to get people excited about an idea.
- Thrives in a fast-paced environment with competing demands and priorities. You're organized and self-motivated with good attention to detail. You are an accomplished task juggler and you use your time efficiently.
- Is a creative thinker. You know that there are generally many ways to approach a situation and you're not afraid of sharing new and different ideas.
- Inquires when unclear, asking questions for clarity and checking for understanding. You know how to communicate about your workload and priorities with your manager and request the support you need to accomplish your tasks.
- Has grace under pressure. You manage stress effectively and, in the face of obstacles and setbacks, you can take a deep breath and forge a new path forward.
- Develops and maintains strong relationships - on your team and beyond. You collaborate with staff and team members to access the information

you need to be successful; people are happy to help you out. You represent Rising Sun and its values externally and build connections with external stakeholders.

- Excels at customer service. You're a professional at treating people from all backgrounds with respect. You're timely and responsive and people know you value them.

The Development & Communications Associate is responsible for...

GIFT PROCESSING, SALESFORCE, AND DONOR STEWARDSHIP

- Manage gift processing for all donations, entering donor info, grant documents, and communications in Salesforce, Rising Sun's funding tracker, and other tracking systems
- Create and send donor, grant, and sponsorship acknowledgements
- Set up and prepare for donor meetings and tours
- Coordinate and collaborate with Rising Sun's finance team as appropriate to account for gifts and donations
- Run development reports in Salesforce and keep development dashboard up to date
- Maintain Google and internal drives, GuideStar, etc. to ensure information is updated
- Create quarterly performance reports for email lists, website analytics and social media; analyze with Development & Communications Manager

GRANTS

- Write grant proposals and reports in coordination with the Associate Director of Development and program teams
- Document receipt of grant checks, write grant acknowledgments, and keep accurate and up-to-date records of grant applications and reports

COMMUNICATIONS

- Create high-quality, compelling written, photographic, and video content for blogs, social media (Facebook, LinkedIn, Twitter, and Instagram), newsletters, the Rising Sun website, etc.
- Make minor updates to Rising Sun's website
- Collect stories, photos, statistics, etc. from program participants and from staff to share with Rising Sun's networks
- Maintain communications materials and collateral, such as flyers, one-pagers, etc.
- Understand Rising Sun's branding guidelines; ensure their appropriate use across organization collateral and the website
- Uphold and uplift Rising Sun's brand, messaging, and values in all communications

EVENTS AND OTHER

- Assist with planning, logistics, purchasing and coordination of fundraising, and other

- volunteer or programmatic events involving current and potential funders
- Research, solicit and fulfill corporate sponsorships
- Support with corporate engagement by supporting programmatic volunteer events
- Be flexible to support with the various campaigns and projects that the department takes on

To be considered for this position, you must have...

- A passion for the mission of a nonprofit focused on equity, climate, and jobs and the desire to contribute through communications and fundraising
- 2-3 years of work or volunteer experience in fundraising, grant writing, communications, marketing, and/or event planning
- Ability to meet goals and deadlines in a proactive and timely manner
- Strong organizational management skills and exceptional attention to detail
- Proficiency in Microsoft Office and Google Workspace (Gmail, Docs, Sheets, etc.)
- Residency in the California (preferably in the Bay Area or San Joaquin County) or ability to move; able to travel to our office in Oakland and/or Stockton several times a month or more
- Proof of being up-to-date on all recommended doses of the COVID-19 vaccination by start date

It's a big plus if you have...

- Experience with Salesforce
- Experience with Canva, InDesign or other design platform
- Experience with WordPress, MyEmma, Hootsuite, and/or other similar platforms
- Direct experience in a related field(s): workforce development; economic, racial, and gender equity; climate resilience; environmental sustainability; etc.
- Experience in or enthusiasm for photography, video editing, or graphic design
- A passion for identifying challenges and creatively developing solutions

About Rising Sun...

Rising Sun is a premier nonprofit organization operating in the San Francisco Bay Area and San Joaquin County. Our mission is to build career pathways for economic equity and climate resilience. With offices in Oakland and Stockton, Rising Sun's workforce development programs, Climate Careers and Opportunity Build, specialize in preparing youth, women, and individuals in reentry for high-road careers and green pathways that offer family-sustaining wages. Since our founding in 1994, Rising Sun has trained and employed more than 3,000 youth and adults while helping nearly 60,000 households reduce their carbon footprint. Our vision is a just and sustainable future for all people and our planet.

About our culture...

We are mission-driven and work hard because we care about what we do. We are deeply committed to equity and inclusion and want to do the self-work necessary to be successful in these areas. We like working with each other and we like to make work fun. We like to try

new things and encourage each other to find unique and unconventional ways to tackle tough problems. We celebrate every birthday, eat a lot of dessert together, and recycle the same birthday candles until they're gone. There's usually at least one dog hanging around the office, and sometimes a staff member's kid or two as well. We want people to grow. We like to promote from within and build each other up, but we also like to bring in new ideas and different perspectives. We're looking forward to meeting you and hearing about how you can contribute to making Rising Sun a great place to work.

You might also be wondering about pay and benefits...

This is a permanent, full-time, exempt, salaried, and benefited position with an annual base salary of \$63,000 commensurate with experience. Rising Sun offers a competitive benefits package that includes:

- Paid time off;
- Personal and parental leave;
- Access to a 403b retirement plan with 3% employer matching after one year;
- 100% of employee medical, dental, vision, and life insurance premiums, and covers 50% of the premiums for dependents;
- Flexible remote work options for its employees, with occasional exceptions including mandatory in-office days for all employees.

RISING SUN IS AN EQUAL OPPORTUNITY EMPLOYER

Rising Sun is committed to diversity and considers all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability status. EOE/AA; women and minorities are encouraged to apply.

Ready to apply?

Please email your resume, cover letter, and three professional references to careers@risingsunopp.org, and include "Development & Communications Associate" in the subject line.