JOB POSTING
DATABASE ASSISTANT

Title: Database Assistant
Location: Oakland
Reports to: Development & Database Manager
Status: Non-Exempt, Part-Time
Application due: Rolling, open until position is filled

About the Women’s Foundation of California

The Women’s Foundation of California has a 40-year track record of supporting community-based organizations working to advance gender, racial, and economic justice. As a public community foundation focused on intersectional feminist funding, we have raised and granted $40M in movement-building grants since 1979. Our core strategies are: investing in community organizations, training community leaders, and convening community partners in order to mobilize significant financial resources to advance the health, safety, and economic security of people impacted by gender-based oppression and violence. We support movements led by cisgender and transgender women, gender-variant, genderqueer, and non-binary individuals--especially those who are formerly incarcerated, immigrants, people of color, low-income, and/or queer. We’re comprised of a dynamic, smart, collaborative group of people who are passionate about our work and committed to making good things happen for all Californians.

Position Summary

The Database Assistant will work closely with the Development and Database Manager, and will be a member of the Partnerships Team at the Women’s Foundation of California. They will have the opportunity to support data projects across the organization and make an immediate impact on our overall success and growth potential.

Some initiatives that will be supported by the Database Assistant are all fundraising and relationship management channels, the Community Power Fund, the California Women Rising Conference, the Women’s Policy Institute, the Funders Policy Institute and our Annual Legislative Reception.

The Database Assistant will utilize Raiser’s Edge/RENXT and other data management tools as needed. They will be responsible for assisting with data entry and maintenance, relationship management, communication, fundraising and finance support.

This position offers a flexible work schedule, perfect for students, parents, and anyone who may enjoy working in a permanent part time position. Offering 20-22 hours per week with an option to work Monday-Thursday or Tuesday-Thursday. This position is based in our Oakland, California office.
Essential Responsibilities

Data Entry and Maintenance
- Create and maintain constituent records
- Assist with cleaning up records and assisting with larger data hygiene projects.

Fundraising and Finance Support
- Gift processing and acknowledgements using Raiser’s Edge/RE NXT – from online gifts, checks, pledges and other forms of payments received.
- Ensure prompt and thoughtful gift acknowledgment to all donors with support from Development and Database Manager.
- Process electronic pledge payments via ACH processing and credit/debit cards in keeping with each donor’s requested payment method and frequency
- Assist with gift tracking, confirming and reconciling gifts with finance team
- Administer pledge reminder schedules, including the generation of all pledge reminder correspondence in keeping with each donor’s requested frequency
- Assist with maintenance of grant tracking and grants calendar within RENXT
- Assist in completion of matching gift verifications and tracking

Relationship Management
- Research and enter organization affiliation and contact information for partners, donors and prospects.
- Research and enter historical data regarding WFC.

Communication Support
- Assist with donor correspondence and direct mailing
- Support the assembly and dissemination of annual (2-3x per year) appeal letters to individual donors
- Assist with general philanthropy tasks including scanning, filing and organization of documents and lists.

Qualifications

Skills
- A genuine LOVE of data integrity and databases – ideally and especially Raiser’s Edge/NXT.
- An understanding of development operations and a desire to make systems run smoothly and continually improve them to meet the challenges and opportunities of the day.
- Strong Excel and quantitative reporting and analysis skills (including mail merges) across MS Office (Word, PowerPoint) required. Proficiency with Google docs, Outlook (email, calendar).
- Outstanding organizational skills, attention to detail and follow through.
- Strong listening, written and oral communication skills, including phone presence.

Qualities
- Strong commitment to the Foundation’s mission and vision and to our organization’s values of community, justice, well-being, and equity.
- Curiosity and love of continuous learning, and commitment to learning about and practicing gender justice.
- Ability to develop trusting relationships with individuals from many different backgrounds.
• Ability to work in an open office environment (i.e., no office or cubicles).
• Demonstrated ability to exercise good judgment and maintain confidentiality.
• Track record of being a highly organized, self-starting and a pro-active initiator.
• Strong interpersonal skills and ability to build strong working relationships with colleagues, teams, and clients/partners.
• Positive approach, can-do attitude and great sense of humor!

Physical demands and work environment

• The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job’s essential functions.
• While performing the duties of this job, the employee is frequently required to remain in a stationary position for long periods while operating a computer to create documents, conducting Internet research, sending and receiving e-mail and participating in meetings; communicate on a telephone and in person; read and write; apply logic and focus attention in the presence of distractions. Occasional requirements are to move about the office to access file cabinets, office equipment, etc., and to travel by car and airplane.

Compensation and Benefits

• This is a part-time, hourly, non-exempt position, with an hourly salary of $27.50-$30.00, dependent on experience.
• We provide 15 days paid vacation to start which increases over time (20 days after 5 years, and 25 days after 10 years); 12 paid sick days, 15 paid holidays, and a flexible, family-friendly schedule.
• We provide generous benefits including paid parental leave, medical, dental, vision, long-term disability, flexible spending account, fitness reimbursements, a 401(k) retirement plan match, transportation benefits, and AD&D insurance with the Foundation covering 100% of the costs of the insurance package.

Our Values and Commitment to Diversity and Inclusion

At the Women’s Foundation of California, we believe outstanding people are the key to our success. We value a diverse and inclusive workplace and strongly encourage people of color, LGBTQ+ individuals, transpeople, gender non-conforming individuals and formerly incarcerated people to apply.

As an equal opportunity employer, we recruit and hire with the understanding of systemic oppression and of the lived reality of people with marginalized identities. We also recruit and hire without regard to race, national origin, religion, gender, gender identity, sexual orientation, prior conviction, arrest history, disability, marital status, veteran status or age.

Application & Deadline

• To apply, please email a cover letter describing your interest and qualifications and resume, combined in one document, with the subject line: Database Assistant to: jobs@womensfoundca.org. Applications will be reviewed on a rolling basis until the position is filled. All documents need to be Microsoft Word or PDF files (PDF files are preferred).