



Position: Development Associate
Program: Administration – Development
Reports to: Chief Development Officer
Salary: \$42,000/year
Status: 100% Full-Time, Exempt, Regular
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, Employee Assistance Program and a 403B retirement plan

JOB SUMMARY:

The Development Department Associate is responsible for providing support to the Chief Development Officer and other Development staff as appropriate.

ESSENTIAL FUNCTIONS:

- 1) Provide assistance and support to the Chief Development Officer, to include scheduling appointments, organizing and keeping files and reports, and assisting with general administrative tasks;
- 2) Serve as main contact person for the Development Department, and work with a variety of constituents (staff, volunteers, Board members, donors, etc.), assisting them as needed;
- 3) Manage sensitive and confidential information in an appropriate and professional manner;
- 4) Create and submit purchase orders and check requests;
- 5) Collect and submit invoices, receipts, and mileage logs for reimbursement;
- 6) Reconcile monthly credit card statements;
- 7) Work with Accounts Payable to research and resolve late payments to vendors;
- 8) Assist with administration of the Young Professionals Council;
- 9) Assist with the management of the Get Centered! Tour program;
- 10) Attend and assist with a variety of fundraising events and activities;
- 11) Coordinate projects as assigned;
- 12) Provide general support to Development staff as needed, such as to our sustaining donor and Circle of Life programs;
- 13) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people.
- 2) A passion for the Center's work and its mission to make the world a better place for LGBT people.
- 3) Significant administrative and/or development experience preferred;
- 4) Proven concern for detail, organization, and timely follow-through;
- 5) Excellent communications skills including both written and oral communication;
- 6) Ability to work as part of a team;
- 7) Dedication to the mission and service goals of the Los Angeles LGBT Center and ability to communicate that dedication;
- 8) Standard office computer skills, including word processing and spreadsheets; familiarity with structure and uses of sophisticated donor records software;
- 9) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org

website: www.lalgbtcenter.org

Or submit a cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.