Digital NEST

Job Announcement: Development Administrative Assistant

Job Title: Development Administrative Assistant
Pay Rate: $17.00 - $18.50 per hour, non-exempt
Full-Time: 100% FTE / 40 hours per week
Benefits: Medical, dental and vision insurance; paid time off/flex holidays, retirement plan and life insurance
Organization size: 50+ employees
Reports to: Director of Development
Location(s): Monterey Bay Region and beyond (must be able to commute in-person to Watsonville once per week)
How to Apply: Please submit a resume, cover letter and 2-3 references to ximena@digitalnest.org.

JOB OVERVIEW

The Development Administrative Assistant will perform administrative duties related to fundraising and grants management. The position will be supervised by the Director of Development and will perform routine duties that support the Development department to achieve organizational goals.

RESPONSIBILITIES

- Prepare and distribute agendas for, and attend, Development Team and Development Committee meetings, taking notes and tracking action items
- Present a weekly report to the Director of Development that includes important upcoming development deadlines, grant deadlines, events, meetings, and deliverables
- Perform grant-related communications (with internal and external stakeholders) in a timely manner, ensuring all NEST departments are kept informed about deadlines
- Work with Development Team to schedule team meetings and external stakeholder meetings
- Maintain records for all past and current grants
- Maintain grant tracking systems
- Ensure all multi-year grants are tracked appropriately and paid on schedule
- Organize and maintain Development folder on a shared Google Drive
- Maintain documentation of donations, pledges and other revenue
- Perform data entry
- Prepare collateral and logistics for stakeholders, visitors and large groups and ensure that visitors have an exciting, exceptional experience when they visit the NEST
- Support the administration of annual fundraising campaigns in collaboration with the Development Team
- Order organization collateral (stamps, office supplies, etc.)
- Assist with invoicing, accounting, reporting, and other administrative functions as needed
- Edit and proofread reports, letters, bios as requested, Digital NEST marketing collateral, and the website
- Perform other duties and tasks that are assigned by a supervisor.

QUALIFICATIONS

- Excellent interpersonal and communication skills and ability to interact professionally with a wide range of people, including Digital NEST staff, colleagues, members, clients, and external organizations
- Strong working knowledge of Google Suite; spreadsheets and database systems
- Highly accurate data entry skills
- High degree of accuracy and attention to detail in the performance of administrative tasks
- The ability to work efficiently, meet deadlines, and achieve goals

REQUIREMENTS

- Passion for the mission of Digital NEST and belief in upholding organization's core values.
- Be an evangelist for: a) the NEST's mission and values, b) the principles of culturally sensitive, positive youth development, c) youth career development, d) equity in opportunity, learning and the standard of treatment/respect for individuals and groups that are vulnerable and/or under-represented in creative fields/the dominant culture/current economy and e) the importance of knowledge/skills in digital technology to the development of individuals and the economic and social health of communities.
- Serve as a role model for Members regarding career aspirations, becoming tech-savvy and engaging in social enterprise.
- Committed to building inclusive community and sensitive to issues of culture/ethnicity/race, gender, sexual identity, class/SES and immigration status.
- Proactively communicate the goals of career development and positive youth development to Digital NEST members and stakeholders.
- Represent the NEST in a professional, constructive and compelling manner to stakeholders at meetings, on social media, at public events and in media products or written publications.
- Candidates must pass a background check and be able to travel and work evenings or weekends occasionally, or as needed.
- Dexterity and coordination, sufficient to perform essential functions
- Ability to perform administrative and computer-based tasks for up to 4.5 hours at a time
- The ability to be mobile (including, but not limited to walking, bending, squatting, crouching, twisting, kneeling, reaching, etc.)
- Ability to lift/carry/push/pull objects that weigh up to 25 pounds as needed

ORGANIZATION OVERVIEW

Digital NEST, Inc. ("the NEST") is a youth career development nonprofit serving primarily Latinx young adults — ages high school-24 — in the agricultural communities of Watsonville and Salinas, CA. The NEST is focused on preparing its youth members for careers in digital media, web design, event coordination, and project management. By preparing youth for careers in tech, the NEST helps improve the finances of families, increases economic opportunities in our community, supplies regional businesses with the tech-savvy employees they need, and helps diversify the 21st-century tech workforce.

Digital NEST, Inc. is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.