



LA84 Foundation
Position Posting: Development Assistant

THE ORGANIZATION: As a legacy of the 1984 Olympic Games, the LA84 Foundation continues to be a nationally recognized leader in support of youth sport programs and elevating the importance of sports in positive youth development. LA84 seeks to provide an opportunity for every child to participate in sports and experience the wide range of positive outcomes associated with youth sport participation. Since its launch in 1985, LA84 has invested millions in the communities that supported the Games, reaching more than 3 million youth throughout Southern California, from Santa Barbara to San Diego County. The LA84 Foundation continues to promote the spirit of the 1984 Olympic Games by convening and engaging local, national and international audiences about the role of sport in society, and the impact of the Olympic Games on host cities, especially as we look ahead to the 2028 Games. LA84's headquarters is located in the historic Britt House near downtown Los Angeles, where it houses meeting facilities and the world's premier sports library. For more information, please visit www.la84.org.

Position Summary: Reporting to the Development Director, the Development Assistant is a member of a high performing team, who possesses knowledge of nonprofits, strong communication skills, attention to detail, and enthusiasm to join a dynamic team. This new position is an integral member of the Development team and will offer critical support to achieve the organization's high-impact fundraising goals, particularly in our creation and launch of a three-year Development strategic plan. Reporting to the Director of Development, she/he will support the needs of the Development Department.

RESPONSIBILITIES:

The Development Assistant will have the following job responsibilities:

Donor Database Entry including:

- Adding new constituent records.
- Constituent Tracking Notes & Actions.
- Regular maintenance of donor record changes to address and email updates (address changes, capturing seasonal addresses, etc.)
- Maintain basic queries for weekly department reports.

Donor Services:

- Coordinating meetings with Development staff and external parties [prospects, vendors, partners].
- Administrative solicitation related Development tasks (collating mailings, scanning, sorting, filing, copying, etc.)
- Assistance with Development related collateral materials (updating files, compiling meeting materials, presentation preparation).
- Donor current and prospect related research.

- Organize donor appreciation outreach: thank you calls and annual cultivation/preparing donor related appreciation gifts, etc.

Events:

- Help to organize and manage event related guest lists, and/or donor related Committee agendas.
- Assist with and occasionally lead the execution of donor related events.

Marketing/Communications:

- In collaboration with the Communication Department, organize and maintain segmented e-mail and print mail lists
- Support the Development team with Development related annual donor campaigns, content/story production and social media related materials.
- Writing and editing materials for all Development related activities

Department Administration

- Responsible for taking minutes and distributing notes during internal staff meetings
- Other duties as needed that are aligned with priorities of the Department and Organization

Qualifications and Skills:

- 2-4 years' experience as an executive assistant (non-profit organization experience preferred).
- Experience with donor CRM databases required.
- Proficiency in Microsoft Office required
- Comfortable working independently and contributing to a dynamic team.
- Excellent verbal and interpersonal communication skills.
- Ability to work in fast-paced and growing environment in a shared office space.
- Exceptionally well-organized and a strong ability to prioritize.

Working Conditions:

- General office environment, depending on health and safety precautions. Working in a hybrid working environment with a certain number of days/week on-site.
- Physical demands include lifting and moving equipment and supplies up to 25 pounds, visual acuity in reviewing detailed computer records, physical requirements related to sports activities and periodic travel.
- Occasional weekend, late afternoon, and evening hours.

The above description is intended to describe the general nature and level of work performed and is not intended to limit the scope of potential work assignments.

BENEFITS AND SALARY:

Medical, dental, Vision, life, 401k, paid holidays, floating holidays, winter holiday office closure. The salary range is \$70,000 - \$80,000.

To apply: Please send resume, cover letter and the names, phone numbers and email addresses of three professional references by e-mail to officemanager@la84.org. Please use

as subject heading "Development Assistant" and your last name. Review of applications will continue until the position is filled.

LA84 Foundation is an equal opportunity employer committed to fostering an inclusive environment. We welcome candidates of all backgrounds and will not discriminate against any individual based on race, color, sex, pregnancy, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, military or veteran status, disability, or any factors prohibited by applicable law.