



## Job Announcement: Part-Time Development Assistant

[The Walden School](#) seeks a Development Assistant to join the School's dynamic, fun, and collegial San Francisco-based administrative team. As the part-time Development Assistant, you will play a crucial role in supporting and enhancing the School's fundraising efforts. This position offers an exciting opportunity to contribute to the growth and sustainability of an esteemed music education organization while gaining valuable experience in the field of nonprofit development.

The Development Assistant will work closely with the Director of Development and Alumni Relations and the Executive Director. The ideal candidate is highly collaborative, exceptionally organized, and has excellent communication skills (including communicating via email/online, phone, and letters). The position requires comfort in interacting with people of many different backgrounds and age groups. Also required is a sense of humor, flexibility, fine attention to detail, the ability to work independently in a fast-paced environment, and being able to learn quickly. Personal qualities of the successful candidate will include curiosity, warmth, resourcefulness, integrity, discretion, and personal and professional responsibility.

Candidates should be excited by The Walden School's mission and award-winning programs. An interest in music, music education, youth development, and/or another related field is desirable. Previous fundraising and development experience, while desired, is not required. More important than prior fundraising experience is a demonstrated passion for Walden's mission, vision, and values, an interest in our programs, and a sincere desire to learn all aspects of the role, contribute to the continued success of Walden, and grow in the position and with the organization. The position is located in the charming Glen Park village neighborhood of San Francisco, easily accessible to BART, Muni, and both the 101 and 280 freeways.

### Duties & Responsibilities:

- **Donor Relations:** Cultivate positive relationships with donors through timely communication, acknowledgment of contributions, and personalized correspondence.
- **Database Management:** Using Walden's Salesforce database, maintain accurate, up-to-date records of donors, gifts, and pledges. Ensure data integrity and confidentiality at all times.
- **Gift Processing:** Facilitate the processing of donations, including gift entry, acknowledgment letters, and tax receipts. Coordinate with the finance department to reconcile donations and financial records. Maintain files and records for donors, including paper and email correspondence.

- **Fundraising Reporting:** Assist in the preparation of regular fundraising reports for the Director of Development and Alumni Relations, Executive Director, bookkeeper, Board committees, and Board of Directors;
- **Event Support:** Assist in planning and executing fundraising and donor cultivation events, including logistics coordination, guest communication, and on-site support. Collaborate with the Director of Development and Alumni Relations to ensure events meet fundraising goals.
- **Communications Support:** Contribute to the development of fundraising communications, such as newsletters, social media posts, short video content, and email campaigns. Help maintain the School's website with updated content related to development and alumni activities and projects.
- **Administrative Assistance:** Provide general administrative support to the development office, including scheduling meetings, preparing, proofreading and editing documents, and managing correspondence.
- Supporting the Executive Director and Director of Development and Alumni Relations in fundraising tasks and representing The Walden School in a professional and positive manner.
- Other related projects, tasks, and duties as assigned by the Director of Development and Alumni Relations.

The Development Assistant reports to the Director of Development and Alumni Relations. Some US domestic travel may be required. Occasional work on evenings and weekends is anticipated, as projects and events require.

**Requirements:** Successful candidates will have a Bachelor's degree (preferred), or equivalent combination of education and experience. Proficiency with Windows, MS Office (Word, Excel, PowerPoint, Outlook), and internet browsers (Chrome, Safari, Firefox, etc.) is required. Familiarity with other software platforms (including GoogleDocs, Salesforce, SurveyMonkey, Constant Contact, and WordPress) is preferred. Ability to lift 25 lbs. required.

**Compensation:** \$25 per hour, with a flexible work schedule offered. Some telecommuting may be possible.

**To Apply:** Please send a cover letter and current resume to Noah Mlotek, Director of Development and Alumni Relations, at [jobs@waldenschool.org](mailto:jobs@waldenschool.org). *No phone calls, please.* The position is open until filled. We will review applications from interested candidates and contact you should we wish to arrange an interview.

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