



Development Associate

THE ORGANIZATION: Courage Campaign leads the fight for a more progressive California and country. Powered by more than 1.3 million members, our dynamic and passionate team is helping shape the digital advocacy revolution. We organize in California -- the largest and most diverse state -- to create models and build power for national change.

California should be the progressive trailblazer for the country -- on climate change, gun safety, police accountability, health care, human rights, and so much more. Here's what we're doing at Courage Campaign to help make this happen:

We're taking on Nestlé in the media and the courts to stop the bottling of California's water during the historic drought and set national precedent to stop corporate profiteering of our public resources.

In April, we launched *The People's Report Card of California* (couragecore.org), an unparalleled online tool to expose lawmakers, especially Democrats, who sell out to Big Oil, Big Ag, and other corporate interests. And we're mobilizing constituents to hold those lawmakers accountable and change the balance of power in Sacramento.

We're pushing California to lead the country in progressive change, like ending Civil Asset Forfeiture and other racist laws from the failed War on Drugs; passing historic gun safety reforms that will make California the first state in the nation to aggressively regulate ammunition sales; banning fracking and protecting communities from the dangers of oil and gas production; and defending the Reproductive FACT Act and landmark laws to protect women's health.

In 2015, we helped found the Kairos Diversity Fellowship with MoveOn, 350.org, Dream Defenders, Planned Parenthood, and other leading national organizations, to recruit and train organizers of color in cutting-edge digital campaigning. Courage Campaign is committed to identifying and supporting progressive leaders of color and building our team to reflect the diversity of California.

THE JOB: We're looking for a smart, skilled, and experienced development associate to work closely with the Development Director to build a thriving donor stewardship program. In the past year, our online fundraising has more than doubled, with additional funding from major donors, foundations, and partner organizations. **The Development Associate will focus on prospect research, data management, donor correspondence, events, and foundation tracking.**

MUST HAVES:

- For prospect research -- highly organized; adept at research; and quick to recognize connections among donors, issues, and organizations. Experience with prospect research in California is a plus.
- For data management -- intuitive and quick to learn databases; smart in determining what information is useful; and detail-oriented and thorough in refining and building reports. Familiarity with ActionKit, ActBlue, or comparable data systems is a plus.
- For donor correspondence -- comfortable in conversation; discerning in responding to donor questions; engaging in written communication; and organized in managing projects.
- For events -- energized by events; ambitious in outreach; and responsive in managing invitations. Experience with event planning and execution is a plus.
- For foundation tracking -- diligent in maintaining the foundation database and proactive in keeping our team accountable to deadlines and opportunities. Experience with grant making or receiving is a plus.

A FEW MORE THINGS YOU SHOULD KNOW: Courage Campaign is looking to hire a candidate who will thrive as part of a supportive, hard-working team that is energized by politics and driven to help California lead the nation in progressive change.

We want every member of the team to learn about all facets of our work, to pursue professional development, and over time, to take on new responsibilities that are personally satisfying while helping the organization to grow.

LOCATION: California or willing to relocate to California. Courage is a "virtual office," so working from home is a necessity.

SALARY: Negotiable. Courage Campaign provides full-health benefits, along with paid vacation and sick days.

HOW TO APPLY: Submit your resumé and responses to the application questions below to jobs@couragecampaign.org. Please put "Development Associate" in the subject line and send two attachments with your email: 1) resumé; 2) responses to application questions (within the requested word limit). ***No cover letters, please.***

APPLICATION QUESTIONS

1. When did you help execute a successful fundraising event? What made it successful? Describe the role you played in the event. (150 words or less)

2. In your experience doing prospect research, what are three questions you want to answer about a prospect? For each question, what is one tool (website, resource, etc.) you use to help answer the question? (150 words or less)
3. For each software program listed below, please list 1-2 ways that you have used that program (or a similar program) during the last two years (150 words or less, in total):
 - a. Microsoft Excel
 - b. Google Docs
 - c. ActionKit
 - d. Donor management database

If you have no experience with one of the above or a comparable program, please clearly state that.
4. California is the most diverse state in the nation. How are you connected to communities of color? (150 words or less)

Women and people of color are strongly encouraged to apply. Courage Campaign is committed to providing equal employment opportunity for all employees and all applicants for employment. All employment decisions at Courage Campaign are made without regard to race, national origin, religion, sex, age, disability, citizenship status, marital status, sexual orientation, gender, gender identity, AIDS/HIV status, genetic testing info, pregnancy, child birth, medical condition or political activities or affiliations.