

PUENTE Learning Center Development Associate

[PUENTE Learning Center](#) provides exceptional education and wrap-around services to students and families, allowing them to access new opportunities and contribute fully to the community. Each year, over 2,000 constituents—from Boyle Heights, East Los Angeles, and beyond—come to PUENTE in an effort to improve their lives. They are welcomed into learning with respect, dignity, and a spectrum of services for children, youth, and adults.

PUENTE's programs reflect our distinct, multi-generational approach to education. The key services we offer include preschool, charter elementary school, summer camp, college and career, adult education, and wrap-around services.

As part of the PUENTE team, you can expect to be part of a community-based educational organization that is deeply committed to enriching the lives of individuals and families in the Los Angeles area. PUENTE seeks talented people from diverse backgrounds and experiences who are motivated and devoted to community, service, and equity through recognizing and embracing the community's cultural wealth.

Job Description

PUENTE's Advancement team seeks a resourceful professional who will exemplify the organization's commitment to service. The Development Associate will report to the Vice President of Advancement.

The Development Associate will administer the donor database, support event planning and execution, coordinate the volunteer program, and provide administrative assistance. While the position calls for impeccable prioritization and organizational skills, this individual will find success by applying curiosity and creativity to their work — seeking solutions where none previously existed, identifying opportunities, and lending a high-caliber approach to encourage donor and community engagement. The Development Associate will be comfortable working on multiple projects and across teams. This individual will regularly interface with the Finance and Executive teams.

While this is an entry-level position, the individual will enjoy a range of experiences and opportunities to expand critical fundraising skill sets through event, campaign, Board, and major gift support. Opportunities will be available to develop frontline fundraising experience.

Responsibilities:

- Serve as the primary administrator for the Raiser's Edge database by executing ongoing functions with regularity, accuracy, and precision, including entering donors and gifts; documenting cultivation activity; identifying action steps; updating codes and allocations; and tracking pledges.
- Manage a customized approach to donor acknowledgements, prepping communications and outreach for approval and final signature.
- Provide database reports, analysis, and research upon request.
- Facilitate regular ledgers and reconciliation with the Finance Department.
- Maintain database records, including the integration with lists in MailChimp.

- Support event planning and execution, including the fall virtual fundraiser, spring 5K event, and select community events.
- Prepare materials for event sponsorship solicitation.
- Liaise with event food and beverage and other vendors.
- Manage event logistics and expenses, ensuring accurate recordkeeping and timely payment of vendors.
- Coordinate the volunteer program, with 100+ volunteers who provide 1,000+ volunteer hours each year.
- Manage the recruitment, training, scheduling, and recognition of volunteers.
- Maintain detailed volunteer database information in Raiser's Edge.
- Coordinate the preparation and logistics for Board and Board Committee meetings, including drafting agendas and organizing meeting materials for timely distribution.
- Record notes and/or minutes at all Board meetings.
- Assist in drafting and preparing presentation materials for the Vice President of Advancement.
- Support seasonal campaigns with list development, reporting, bulk-mail logistics, solicitation, and analysis.
- Field third-party inquiries, collecting information and directing incoming opportunities to appropriate point persons.
- Support the Advancement Department in organizing all folders, files, and documentation, both on the electronic server and paper files, ensuring proper naming conventions and intuitive filing.
- Other duties as assigned.

Requirements

- Strong interpersonal skills to develop and maintain positive relationships with colleagues and funders.
- Flexibility and openness to new ideas.
- A sense of humor and positive attitude are essential.
- Experience planning and executing events of any size, with set metrics.
- Excellent level of detail and follow-through.
- Excellent time management skills.
- Ability to perform duties under pressure with a positive attitude.
- Available to work occasional evenings and weekends.
- Commitment to PUENTE's mission and an overarching dedication to mission-driven work.

Knowledge, Skills and Abilities

- A bachelor's degree from an accredited college or university, or equivalent work experience.
- 1-3 years of professional experience with a record of achievements, preferably within a development department.
- Proficiency in Raiser's Edge 7, Raiser's Edge NXT, or similar CRM database is preferred.
- Computer literacy; ability to use Windows-based software and Microsoft Office.
- Written and spoken Spanish fluency is a plus but not required.

PUENTE offers a competitive salary with a comprehensive benefits package. We also support an overall work-life balance while giving employees the opportunity to impact a growing, mission-driven organization that is committed to the success of all students.

To apply, please send a cover letter and resume via email to Tesa Marquez, Director of Human Resources, at tesa@puente.org. No phone calls please.

Review of applications will begin immediately.