



**Position:** Development Stewardship Assistant  
**Program:** Development  
**Department:** Administration  
**Reports to:** Donor Stewardship Manager  
**Compensation:** \$14.25/hour  
**Status:** 40%, Part-Time, Non-Exempt, Confidential  
**Probation:** 90 Days  
**Benefits:** Accruals: Vacation, Personal, Sick

**JOB SUMMARY:** The Development Stewardship Assistant is a part-time entry-level position that is primarily responsible for supporting the department's donor stewardship efforts and assisting with departmental administrative projects. This position will also play a key role supporting the Center's Ambassador program, which introduces the Center to new people in the community by recruiting them to attend our Get Centered! Tours.

**ESSENTIAL FUNCTIONS:**

- 1) Communicate with volunteer Ambassadors keeping them apprised of stewardship opportunities and tour logistics;
- 2) Track participants of the Center's Ambassador program ensuring post-tour communication and accurate data entry;
- 3) Writes thank you notes or makes thank you calls to donors who have given between \$250-\$1499;
- 4) Supports Stewardship Manager and the Board of Directors in thanking existing Sustaining Donor with calls and thank you cards on a monthly basis;
- 5) Prepares mailings for basic and sustaining donor acknowledgements and renewals;
- 6) Assists with mailing totes and t-shirts to new Center Advocates;
- 7) Assembles donor folders for events and meetings;
- 8) Participates in fundraising calling and solicitation campaigns;
- 9) Provides event support as needed;
- 10) Other duties as assigned;

**JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people.
- 2) A passion for the Center's work and its mission to make the world a better place for LGBT people;
- 3) Experience as an administrative assistant and knowledge of office management systems and procedures, a plus;
- 4) Strong desire to work in a fast-paced ever-changing office work environment with the ability to solve problems and quickly address issues;
- 5) Strong verbal communication and interpersonal skills;
- 6) Proven concern for detail, organization, and timely follow-through;
- 7) Proficiency in MS Office Suite and Outlook;
- 8) Neat penmanship and the ability to write legibly and in cursive, a plus;
- 9) Ability and affinity working in a collaborative team environment with a strong customer-centric focus;
- 10) Dedication to the mission and service goals of the Los Angeles LGBT Center and ability to communicate that dedication;
- 11) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

E-mail **cover letter** and **resume** as an attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org)

website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)

Or submit a **cover letter** with **application/resume** to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.