



DEVELOPMENT ASSOCIATE

Position Title: Development Associate

Reports To: Development Director

Supervises: None

Location: Half Moon Bay, California. This position is fully on-site.

Salary: \$29.99/hour - \$36.65/hour

POSITION SUMMARY

Coastside Hope seeks a highly organized, detail-oriented, and equity minded Development Associate to support the organization's fundraising, donor engagement, and communication efforts.

In this role, you will work closely with the Development Director and play a key supporting role in Coastside Hope's fundraising campaigns and overall communications strategy to increase our donor engagement and achieve our fundraising goals.

This position is ideal for someone who wants to uplift our Coastside community and enjoys both the operational and creative sides of nonprofit development work, combining strong data management and reporting skills with compelling storytelling and community outreach.

The Development Associate will help strengthen Coastside Hope's relationships with donors, community members, volunteers, and partners while advancing our mission to enhance the quality of life for all our neighbors and strengthen the overall well-being of our community.

ESSENTIAL DUTIES & RESPONSIBILITIES

Fundraising Operations & Donor Management

- Support implementation of Coastside Hope's annual fundraising and donor engagement plans to ensure we meet our short-term goals and develop a strong financial base for the future
- Assist with all stages of the donor stewardship cycle, including identification, cultivation, solicitation, stewardship, recognition, and reporting.
- Maintain accurate, confidential donor records in the organization's donor relationship management database, Bonterra's Network for Good.
- Process donations using Network for Good and ensure timely and accurate donor acknowledgment letters and communications.
- Generate fundraising reports, metrics, and reconciliation analyses that inform strategy.
- Coordinate fundraising campaigns, events, mailings, and email communications.
- Support grant-related activities, including research, proposal preparation, tracking deadlines, and creating grant reports.



- Represent Coastside Hope professionally across all donor, funder, partner, and community interactions.
- Maintain organized electronic and physical files for the Development Department.
- Support fundraising and community events, including occasional evening, weekend and off-site activities.

Communications & Community Engagement

- Execute Coastside Hope's overall communications and community outreach strategy across to promote programs, events, partnerships, and fundraising initiatives.
- Create and distribute content across print, email, website, nonprofit registries, and social media platforms.
- Design and produce newsletters, email campaigns, event materials, flyers, and social media posts that reflect our brand and move our audience.
- Manage and maintain Coastside Hope's online and social media presence end-to-end, including: content planning, scheduling, engagement monitoring, and performance tracking.
- Cultivate storytelling to better communicate Coastside Hope's successes and challenges in ways that grab the audience's hearts.
- Ensure consistent branding, tone, and messaging across every communications touchpoint.
- Partner with program staff to gather stories, photos, and testimonials that spotlight community impact.
- Maintain organized libraries of photos, videos, and brand assets.
- Assist with event photography and videography for use in future outreach.
- Stay current on trends, tools, and best practices in nonprofit communications and digital engagement.

GENERAL RESPONSIBILITIES

- Support the Development Director and broader organizational development efforts as needed.
- Participate in staff meetings, training, retreats, fundraising events, and organizational activities.
- Perform additional related duties as assigned.

PERFORMANCE ATTRIBUTES

The ideal candidate will demonstrate:

- Strong organizational, process, and project management skills.
- Excellent attention to detail to ensure accuracy and completeness.
- Ability to manage multiple priorities and deadlines simultaneously.
- Aptitude for effective data management, analysis, and reporting.
- Strong written and verbal communication skills.
- Creativity and initiative in communications and outreach.
- Adaptability, problem-solving skills, and a positive attitude.
- Handle donor and partner relationships with professionalism, warmth, and discretion.



- Adhere to the highest ethical standards.
- Ability to work both independently and collaboratively in a team-oriented environment
- Bring cultural sensitivity, humility, and a genuine commitment to equity.
- Commitment to Coastside Hope's mission and values and community-centered service.

QUALIFICATIONS

- Associate degree or 3+ years of relevant professional experience in fundraising, communications, nonprofit administration, marketing, or related field.
- Demonstrated ability to manage multiple projects and deadlines simultaneously.
- Proficiency with donor databases or CRM systems; experience with Network for Good preferred.
- Proficiency with Microsoft Office Suite, Google Workspace, and email marketing platforms such as Mailchimp.
- Track record of driving engagement across social media platforms including Facebook, Instagram, LinkedIn, Nextdoor, TikTok, YouTube, X, and similar channels.
- Experience with Canva, Adobe Creative Suite, or similar content creation tools.
- Cultural competency to work collaboratively with diverse populations and stakeholders.
- Ability to attend occasional evening, weekend, and offsite events.

PREFERRED QUALIFICATIONS

- Spanish language proficiency (spoken and written).
- Experience supporting fundraising events and community engagement activities.
- Experience with photography, videography, or visual storytelling.
- Experience with grant writing or grant administration.
- Familiarity with the San Mateo County Coastside community or similar communities.

BENEFITS

- Simple (Savings Incentive Match Plan for Employees) IRA Plan
- Health insurance
- Paid Time Off

TO APPLY

Send cover letter and resume to via email to admin@coastsidehope.org

DISCLOSURES

Coastside Hope is committed to equal employment opportunity and providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage



Coastside Hope
Neighbors Helping Neighbors

248 Main Street, Suite 200
Half Moon Bay, CA 94019
Tel: 650.726.9071
Fax: 650.726.7096

diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, veteran status, gender identity, genetic information, or any other characteristic protected by federal, state, or local law.

Coastside Hope is a second responder in the event of a community emergency or disaster. During an emergency or disaster, and only after personal responsibilities are under control, all staff are asked to report for work to be available to help in ways that may be different from their normal work responsibilities.

This job description is not intended to be all-inclusive. Duties and/or responsibilities may be added or removed, as management requires to meet the ongoing needs of the organization and the community.