



**Job Title:** Development Associate

**Reports To:** Director of Development

**Location:** Hybrid – West Los Angeles or Woodland Hills, CA

**Job Type:** Part-Time (Three days per week)

**Classification:** Hourly (Non-Exempt)

**Rate:** \$25–\$30/hour, DOE

### About OUR HOUSE Grief Support Center

OUR HOUSE Grief Support Center is the leading provider of grief support services in Southern California. For more than 30 years, we have helped thousands of children, teens, and adults throughout Los Angeles County find healing after the death of someone close. Our vision is a world where grief is embraced, understood, and respected. We are seeking a compassionate and motivated **Development Associate** to join our team and help advance our mission.

### Position Summary

The Development Associate plays a key role in supporting the success of OUR HOUSE's fundraising activities, including donor engagement, grant writing, event support, and database management. This position requires strong writing skills, attention to detail, project management abilities, and a genuine passion for helping others.

### Key Responsibilities

- **Grants Support:** Assist with grant research, writing, editing, and submission of proposals and reports. Maintain the grants calendar, track deadlines, and ensure timely submissions and follow-ups.
- **Donation Support:** Process incoming donations, prepare timely and personalized acknowledgment letters, and assist with maintaining accurate donor records in the database.
- **Communication Support:** Serve as a primary point of contact for donor, volunteer, and event-related inquiries via phone, email, and in person. Communicate professionally with board members, donors, volunteers, and clients.
- **Event Support:** Assist in planning and executing fundraising and cultivation events. Example tasks include managing event registration, tracking inventory, preparing weekly event recaps, and providing on-site event support.
- **Administrative Support:** Provide additional office support as needed, including reception coverage, assistance with non-fundraising events, supply management, and general operational tasks.

## Qualifications

- Bachelor's degree or equivalent work experience
- 1–2 years of experience in the nonprofit sector (paid or volunteer)
- Strong administrative, organizational, and time management skills, with the ability to independently manage multiple priorities
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, SharePoint)
- Ability to work collaboratively with diverse stakeholders and maintain professionalism under pressure
- A genuine passion for OUR HOUSE's mission and values

## Benefits

- Hybrid work environment (three days per week in office)
- Eligibility for Public Service Loan Forgiveness (PSLF)
- A supportive and mission-driven workplace culture

## To Apply

Please send your resume to Joshua Goldman, Director of Development, at [Josh@ourhouse-grief.org](mailto:Josh@ourhouse-grief.org). A cover letter is optional but highly encouraged.

*OUR HOUSE Grief Support Center is proud to be an equal opportunity employer. We are committed to creating a diverse and inclusive environment for all employees and applicants, regardless of race, color, religion, sex, national origin, disability, veteran status, or any other protected characteristic.*