



Environmental Traveling Companions Job Announcement

Job Title: Development Associate

Location: San Francisco, CA

About Us: Founded in 1972, Environmental Traveling Companions (ETC) makes the joy and challenge of outdoor adventures accessible to people with disabilities and under-resourced youth, inspiring self-confidence, connection to nature, and stewardship of the environment. ETC's sea kayaking, whitewater rafting, cross-country skiing, and Youth LEAD programs enable over 3,000 participants annually to enjoy educational and transformational outdoor adventures.

About the Role: The Development Associate is a half-time role supporting fundraising, events, and communications at ETC. The Development Associate will provide support to the Executive Director, Development Director, and programs staff as needed in order to generate and grow philanthropic income. The role's first priority will be to support ETC's annual fundraising gala.

This is a dynamic position with opportunities to grow and to shape the role to meet your strengths. The specific work schedule is negotiable, with the potential to become permanent and/or full-time in the future.

Duties & Responsibilities

- Support events, especially our annual gala
- Gift processing and acknowledgement
- Perform prospect research
- Enter, manage, and analyze data
- Support communications, including annual appeal, newsletter, website, and social media
- Provide other event or administrative support as needed

Compensation

\$23-30 per hour

How to Apply

Interested candidates should submit their resume and cover letter detailing their relevant experience to Jacob Hobson: development@etctrips.org.

ETC serves a diverse range of populations, and we strongly encourage applicants of all races, ethnicities, genders, religions, sexual orientations, abilities, and ages to apply.