



Exploring New Horizons Outdoor Schools  
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**POSITION:** Fund Development Assistant  
**LOCATION:** Exploring New Horizons has facilities in Loma Mar, Boulder Creek and Santa Cruz. Ideal individual would have transportation and the ability to work at home as needed.  
**STATUS:** \$20 - \$25 per hours depending on experience.  
**SUPERVISOR:** Executive Director  
**HOURS:** 25-30 hours weekly

### WHAT IS EXPLORING NEW HORIZONS?

Exploring New Horizons provides exceptional outdoor residential education to K-8 students at three unique locations through a rich and relevant curriculum tied to state and national education standards. Serving over 8,000 students from 95 schools annually from the SF Bay area and the Central Coast, Exploring New Horizons offers customized programs at our three campuses: Pigeon Point, Loma Mar and Sempervirens. Exploring New Horizons is committed to educating and empowering children to make thoughtful, conscious, and sustainable choices for themselves and the environment

### POSITION OVERVIEW:

The Exploring New Horizons Fund Development Assistant would support the operations and day-to-day management of the organization. The Fund Development Assistant will be an integral member of the management team helping with fund raising activities, on-line marketing, database management, client management and relations, data entry and program outreach.

### JOB RESPONSIBILITIES:

#### **Fund Development:** *50% of Time*

- i. Utilize State, Federal, and local resources to prospect and research potential grant funding opportunities.
- ii. Track donor pipeline, information, and gift information within Salesforce.
- iii. Prepare Fund Development reports, dashboards, and reporting information for internal and external audiences.
- iv. Work with Executive Director to prepare grant narratives and associated documentation for grant proposals.
- v. Prepare fund development mailings and coordinate communications with different stakeholder groups.
- vi. Complete donor and all Annual Appeal thank you letters.
- vii. Coordinate grant reports and ensure completion of all grant deliverables.

#### **Marketing:** *25% of time*

- i. Maintain database of participants. Ensure database is maintained and ready for communications with prospective funders, schools, and families.
- ii. Update Exploring New Horizons website with updated photos, information, and job postings.
- iii. Manage Social Media postings and consistency of on-line presence.
- iv. Develop visual materials in line with ENH Branding to advertise ENH programming, family events and fund development events.

**Operations: 25% of time**

**Content Management and Document Storage**

- i. File and prepare pertinent files and records for long-term storage in accordance with Exploring New Horizons Document Retention Policy.
- ii. Assist with the tracking, collection, and management of necessary documentation related to Human Resources and staff management.

**Board Management**

- i. Assist in the preparation and distribution of Board Meeting agendas and minutes.
- ii. Manage Board of Directors resources and file storage.
- iii. Support Board committees with information, resources, and scheduling meetings.

**Operations and Support**

- iv. Prepare and disseminate school contracts and communications.
- v. Assist with collection and management of student evaluation surveys and data.

**HOURS, LOCATION and TRAVEL INFORMATION**

- The ideal candidate would be able to work a flexible schedule Monday – Friday with a minimum requirement for some weekend time for ENH Board Meetings.
- The Fund Development Assistant should have access to their own reliable transportation to access the three Exploring New Horizons campuses as needed.
- No housing is provided with this position. Candidate should reside within the geographic scope of Exploring New Horizons campuses and schools served. Candidate could have the option to work from home, or could work from one of the three ENH Campuses.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Able to work a flexible schedule, evenings and weekends included.
- Previous two years' experience with clerical or administrative duties.
- Excellent people and communication skills.
- Ability to communicate clearly in written and verbal formats.
- Minimum 2 years' experience with grant writing and fund development research and support.
- Basic computer skills including Microsoft Office.
- Previous experience managing and coordinating social media campaigns.
- Documented experience working with Salesforce and integrated Salesforce Apps (including but not limited to Vertical Response and Apsona).
- Experience navigating cloud-based documentation systems.
- Ability to see and respond to written, auditory, and verbal commands.
- Must be flexible and able to work in a non-traditional work environment.
- Must be self-led and able to work independently. Ability to take on increasingly independent tasks but can ask for help when appropriate.
- Possess a valid driver's license and clean driving record.

**To apply:** Please submit a writing sample, resume and cover letter to be consider for the position. Completed application packages will be accepted and reviewed on a rolling basis until the position is filled. Send cover letter and resume to: tracey@exploringnewhorizons.org or mail to Tracey Weiss, PO Box 1514, Felton, CA 95018. For more information please visit our website <http://www.exploringnewhorizons.org/>.

*Exploring New Horizons Outdoor Schools does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability or age in any of its policies, procedures or practices.*