

## **Development Assistant**

The Westside Coalition is an alliance of over 65 organizations, public agencies and faith communities committed to working collaboratively on issues of housing, hunger and health through service coordination, public education and advocacy.

The Westside Coalition is a non-profit volunteer organization that currently operates under the fiscal sponsorship of Mount Olive Lutheran Church. The coalition was founded in 1982 to serve the Westside of Los Angeles County. Throughout its history, the WC has proven to be an effective tool in providing collaborative, high-quality programs and services for those in need in our community.

We are urgently seeking a part-time Development Assistant for 20 hours per week, mostly working remotely for now until pandemic restrictions are lifted. The Development Assistant will be responsible for grant management, administrative tasks, grant research and writing. We seek individuals who are highly self-motivated, forward thinking and committed to teamwork as well as individual achievement.

### **Basic Qualifications**

- Bachelor's degree or equivalent
- Significant fundraising experience
- Grant writing and grant management experience demonstrated
- Ability to use Zoom and use (or learn) other computer programs including Constant Contact, Quick Books and Excel
- Reliability
- Flexibility

### **Basic Information**

Part time, 20 hours a week, flexible hours