



Mount Tamalpais College  
**Development Associate**

November, 2025

Full-time, non-exempt  
San Rafael, CA

Mount Tamalpais College Overview

Mount Tamalpais College (MTC) provides an intellectually rigorous, inclusive Associate of Arts degree and college preparatory program, free of charge, to people at San Quentin Rehabilitation Center. MTC expands access to quality higher education for incarcerated people and fosters the values of equity, civic engagement, independence of thought, and freedom of expression.

Job Description

The Development Associate plays a key role on MTC's Advancement team, providing critical support and coordination across fundraising, stewardship, and donor engagement activities. Reporting to the Chief Advancement Officer, the Associate manages donor data and reporting systems, coordinates acknowledgments and site visits, and contributes to communications and events that strengthen MTC's relationships with supporters. The Associate will also take initiative on select projects and support the development of new systems and processes that enhance team efficiency and donor stewardship.

This position provides the administrative and operational foundation for the Advancement team, ensuring our work is organized, accurate, and moving forward. It's well-suited for someone who enjoys detail-oriented, task-focused responsibilities and is motivated by contributing to a mission-driven organization making a profound impact in higher education and criminal justice reform.

This position is based in MTC's San Rafael office and requires in-person work a minimum of two days per week.

## Responsibilities

### **Database and Records Management (Salesforce)**

- Manage and improve donor and prospect records, including data entry, updates, and clean-up
- Log emails and interactions to support relationship tracking and future action planning
- Enter notes from donor meetings, site visits, lectures, and events
- Generate queries, lists, and reports for mailings, communications, and analytics
- Collaborate with Advancement staff to ensure consistency and data integrity
- Support contract grant writers by maintaining accurate files and shared folders

### **Gift Entry and Acknowledgements**

- Process all incoming gifts and pledges in coordination with Finance and Operations
- Generate and mail acknowledgment letters and hand-written thank-you notes
- Reconcile gift records between Salesforce and GoFundMe Pro (formerly Classy), ensuring accuracy and timely entry
- Support regular reconciliation and check processing with Finance

### **Donor Visits and Events**

- Coordinate scheduling, logistics, and hospitality for donor meetings, site visits, and stewardship events
- Prepare materials and background information for donor meetings, including research and relevant notes
- Collect and track site visit paperwork and clearance forms; troubleshoot issues as needed
- Support Advancement events such as lectures, salons, and other donor or community gatherings
- Track and manage donor engagement activities in Asana to ensure follow-up actions and deadlines are met

### **Administrative and Communications Support**

- Maintain and update team projects and tasks in Asana, ensuring deadlines, owners, and next steps are clear and current
- Manage inquiries to the Development email account and route messages appropriately
- Maintain an organized system for Advancement folders, collateral, and shared materials
- Prepare and assemble donor materials and assist with presentations and reports
- Support Advancement communications in partnership with the Communications team

- Develop familiarity with donor portfolios and proactively flag stewardship opportunities or data trends to Advancement leadership
- Maintain and monitor backlogs, timelines, and shared calendars to ensure follow-through on Advancement priorities
- Other duties as assigned

## Qualifications

### **Who You Are**

- A proactive, solutions-oriented team member who anticipates needs and takes initiative.
- Highly organized and detail-oriented, with excellent follow-through
- A strong communicator who values accuracy, professionalism, and teamwork
- Able to manage multiple priorities, meet deadlines, and maintain confidentiality
- Comfortable working with data and technology; experience with Salesforce or similar CRM preferred
- A collaborator who enjoys supporting others and contributing to a collegial, mission-driven environment
- Deeply committed to equity and to the mission of expanding access to higher education for incarcerated people

### **Education and Experience**

- Bachelor's degree or equivalent experience required
- At least 3-4 years of professional experience in development, advancement, or nonprofit support or program coordination roles is helpful
- Experience managing donor data and systems (Salesforce or similar CRM strongly preferred)
- Proficiency in Microsoft Office Suite and Google Workspace

## Compensation and Benefits

Mount Tamalpais College offers competitive compensation, flexible work policies, and a collaborative work environment. Benefits include medical, dental, and vision insurance (fully covered for employees), vacation, sick, and holiday pay, as well as end-of-year time off and opportunities for professional development.

**Statement of non-discrimination**

Mount Tamalpais College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**Salary range:** \$80,000 – \$90,000, depending on experience.

To apply, please submit a resume and cover letter to [rrucker.ext@mttamcollege.edu](mailto:rrucker.ext@mttamcollege.edu) with Development Associate in the subject line. Incomplete applications will not be considered.