



Mount Tamalpais College
Advancement Associate

September 2, 2026

Full-time, 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 Advancement 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 plays a highly operational role that requires exceptional attention to detail, sound judgement, and consistent execution. While there are opportunities to improve systems and contribute to special projects, success in this role depends first and foremost on managing day-to-day fundraising operations accurately, efficiently, and independently.

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 donor and prospect records with a high degree of accuracy, consistency, and attention to detail, ensuring the integrity of Advancement data
- Log emails and interactions to support relationship tracking and future action planning
- Enter notes from donor meetings, site visits, lectures, and events
- Generate accurate queries, lists, and reports using Salesforce, selecting appropriate fields and filters based on business needs (mailings, communications, analytics, etc.)
- 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 accurately and in a timely manner, exercising sound judgement and following established procedures with minimal supervision
- Generate and mail acknowledgment letters and handwritten 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 donor briefings, prospect research, and meeting materials as requested, balancing research activities with operational priorities and deadlines.
- 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
- Follow established Advancement procedures and operational workflows, ensuring recurring tasks are completed accurately, consistently, and on schedule

- 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
- Exceptionally organized and detail-oriented, with a demonstrated ability to produce consistently accurate work, manage competing priorities, and follow established processes with minimal oversight
- A strong communicator who values accuracy, professionalism, and teamwork
- Able to manage multiple priorities, meet deadlines, and maintain confidentiality
- Learns new systems and procedures quickly, consistently applies established workflows, and demonstrates increasing independence over time while appropriately seeking clarification when needed
- Comfortable working with data and technology; experience with Salesforce or similar CRM preferred
- Exercises sound judgement regarding when to work independently and when to seek clarification
- 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 <https://forms.gle/q9TuUjVT9SGBPivPA>
Incomplete applications will not be considered.