

El Rancho de Las Golondrinas
Job Description
Development & Revenue Associate

Job Summary:

The Development and Revenue Associate (DRA) plays an integral role in supporting the Administrative offices and the Revenue Team of El Rancho de Las Golondrinas. Reporting to the Director of Advancement, the DRA will be responsible for providing support for Development, Membership, Marketing, Events and be the first contact with the general public to the administrative office.

Duties and Essential Functions:

Front Office/External Communications:

- Responsible for answering main office telephone, general and membership email accounts
- Direct calls to the correct department
- Field member/event/festival questions
- Communicate with key staff members to ensure visitor satisfaction
- Greet guests to administrative offices
- Order and maintain office supplies inventory and special ordering for Development and Revenue Staff
- Help maintain office organization and cleanliness in entrance area

Membership Administrative Support:

- Responsible for assisting Membership Manager with:
 - Member welcome packets
 - Membership correspondence
 - Compiling and taking member mail

Marketing, Public Relations and Advertising:

- Responsible for assisting Marketing Manager with:
 - Calendar Listings – electronic and print
 - Keeping press clippings book
 - Assist Director of Advancement with Public Relations activities and Development events

Other Duties as Assigned by Director of Advancement

Qualifications:

Required-

- Bachelor's degree or equivalent and at least 1 year related experience
- Demonstrated ability to provide quality customer service
- Highly organized and detail-oriented, flexible and collaborative with an ability to prioritize and manage multiple tasks
- Excellent written and oral communication skills

- Possess a positive, collaborative attitude
- Proficiency in Microsoft Office suite, including Excel, Word and Power Point

Additional Requirements-

- Ability to work with supervisor to prioritize objectives
- Excellent and open communicator; ability to write and speak clearly and effectively to deliver consistent messaging to guests, staff and volunteers
- Ability to work independently and in a timely manner
- Ability to maintain regular and timely attendance
- Contribute to values-based culture and demonstrate adherence to the highest ethical standards
- Ability to help guests and volunteers feel warmly welcomed and heard
- Able to climb stairs, carry and lift 30 pounds stand and sit for extended periods of time
- Ability to work in dusty environments and outdoors
- Ability to comply with and adhere to all internal procedures, processes and policies, as well as Las Golondrinas' core values and mission
- Able to work a non-traditional schedule including weekends, evenings and nights

This Full Time Position is salaried and includes health and dental insurance, paid sick and vacation leave, birthday bonus check, 401K after one year of employment, and 2 weeks end-of-year paid holiday vacation.

Salary Range: \$38 - \$42K/year

Please send cover letter and resume electronically to jackiecamborde@golondrinas.org. No phone calls, please.