



**GREATER
FARALLONES
ASSOCIATION**

JOB ANNOUNCEMENT

**Sanctuary Administrative Assistant in Support of National Marine Sanctuaries and
Development Assistant for Greater Farallones Association**

*Please submit applications by December 8th
Desired start date is January 10th*

Background

Greater Farallones Association (GFA) seeks a qualified candidate to serve a full-time position (40 hours/week) covering two roles. Twenty hours per week are dedicated to performing duties as **Administrative Assistant** in support of the Greater Farallones and Cordell Bank National Marine Sanctuaries, and a successful federal government background check is required as a condition of employment. Twenty hours per week are dedicated to the nonprofit fundraising operations of GFA as the **Development Assistant**.

GFA is a 501(c)(3) nonprofit organization working in partnership with the National Oceanic and Atmospheric Administration (NOAA) to conserve the ecosystems of Greater Farallones and Cordell Bank National Marine Sanctuaries.

GFA aims to foster inclusivity, justice, and equity within our organization, in our joint projects with the sanctuaries, and in the broader field of ocean conservation. We acknowledge the significant barriers that early-career Black, Indigenous, and People of Color (BIPOC) individuals face in pursuing careers in marine science and making their voices heard in environmental policy. GFA staff members work together to help identify and address justice, equity, and inclusion issues within the organization and in our relationships with those we serve.

Sanctuary Administrative Assistant

The Administrative Assistant will provide GFA's contracted administrative and program support services to NOAA's Greater Farallones and Cordell Bank National Marine Sanctuaries for 20 hours/week, onsite at NOAA's office in the Presidio. In this role, the Administrative Assistant will:

- Perform front office duties: greet all visitors to the sanctuary office, answer phones, accept and sort mail and deliveries, order office supplies, manage media/IT equipment, manage sanctuary calendars, and serve as office point of contact for external vendors.
- Provide logistical support for Sanctuary Advisory Councils: secure meeting venues, take notes at meetings, manage RSVPs, coordinate logistics, and assist with website updates.
- Coordinate office travel for federal employees: reserve flights, hotels, and vehicles; create travel orders; process vouchers; and track travel spending.
- Support all staff meetings: send reminders, develop agendas, take notes, archive and distribute summaries.
- Coordinate Web Time & Attendance for federal employees.
- Assist in planning employee enrichment activities, including staff retreats.
- Coordinate maintenance of the government vehicle fleet.
- Act as a liaison with the NOAA Office of National Marine Sanctuary headquarters and West Coast Region office as needed.

- Support sanctuary programs and projects as needed.
- Support the Sanctuary Superintendent with meetings and other duties as assigned.

Development Assistant

The Development Assistant will work with the GFA's Deputy Director to support the organization's fundraising and program operations. This position is 20 hours/week, and is based at our office in San Francisco, though 75% of work can be done remotely. The Development Assistant will:

- Support GFA fundraising efforts: coordinate donor development and stewardship, run the sustainer program for recurring gifts, conduct donor prospect research, write acknowledgment letters to individuals and foundations.
- Manage GFA's email, voicemail, and PO Box, and track development expenses.
- Enter payment and donor information into Salesforce, the organization's customer/constituent relationship management (CRM) and compile reports for the Deputy Director and program staff.
- Manage the organization's online payment system (Click & Pledge), design donation pages, set up event online registrations, and automate receipt for payments.
- Maintain data quality and reconcile development revenue with financial records in Quickbooks.
- Assist Communications Manager with online outreach.
- Support the Deputy Director and program staff with activities as needed.

Desired Qualifications

- Strong communication and interpersonal skills
- Highly organized, responsive and timely, with prior administrative experience
- Experience interacting with donors, community members, or customers
- Previous nonprofit operations, fundraising, and project coordination experience preferred
- Proficiency in Microsoft Office, Google Workspace, and Salesforce or other CRM software
- Excellent writing skills
- Ability to work independently and in a team environment
- Flexibility, adaptability, and willingness to take on tasks as they arise
- Detail-oriented, with a commitment to accuracy, consistency, and discretion
- A valid driver's license, insurance, and ability to drive a motor vehicle in CA
- Commitment to a just, equitable, and inclusive workplace in the marine field
- Commitment to the missions and programs of GFA and National Marine Sanctuaries

Additional Experience that is a plus

- Experience within a community underrepresented in the marine field
- Familiarity with or interest in developing skills in Quickbooks software and accounting.
- Experience as a Salesforce Administrator.

Employee Status and Benefits

This is a full-time, hourly position with GFA and is eligible for holidays, vacation and sick time accruals, excellent fully-paid health benefits, and the opportunity to participate in a retirement plan (not currently matched by GFA). Starting pay range for this position is \$48,000 to \$52,000.

Application Instructions

To apply, please send your resume, cover letter, and three references - all in a single PDF - to jobs@farallones.org. Your cover letter should address administrative experience, computer proficiency including any experience working with a CRM, and commitment to justice, equity, diversity, and inclusion. Applications will be reviewed on December 8th, but accepted until the position is filled.