



Human behavior is at the root of both environmental problems *and* their solutions.

Position Announcement

Fundraising & Development Assistant

Root Solutions is seeking a development assistant volunteer to join a team of visionaries, creators, and disruptors who want to re-shape the future of the environmental movement in North America and beyond. Although this is a volunteer position, you will be an active member of our team, and are vital to the success of programs that will transform the environmental movement and the planet.

Overall Function

The Fundraising & Development Assistant will be responsible for supporting fundraising efforts. You will help us research new opportunities, develop proposals, and craft engaging communications. You will assist in the planning and implementation of special events. You will gain an overall understanding of how a non-profit functions, from the day-to-day operations, to internal and external communications, to overall strategic planning.

You're a creative multi-tasker and writer with excellent communication skills. You are an innovative thinker who works well with challenges. You're all about building a healthy thriving planet and are curious about environmental psychology or behavioral economics. You have exceptional attention to detail.

Specific duties may include, but are not limited to:

- Assisting in all areas of fundraising
- Researching prospective donors, clients and partners
- Maintaining donor correspondence
- Drafting proposals
- Ensuring that all communications presents the vision, mission and values of Root Solutions

Qualifications/skills and knowledge requirements:

- The ideal candidate will demonstrate a real interest in community engagement and fundraising and a passion for philanthropy and the environment
- Excellent communication skills and enjoys writing
- Well-organized and detail-oriented
- Self-motivated with the ability to meet deadlines and demonstrate initiative
- Enjoys research
- Prior fundraising or business development experience

Opportunities

- We work hard to pair our volunteers with projects that are interesting to them or important for their career growth.

Organization

Root Solutions works to provide conservationists and policy makers with tools and resources informed by the proven methods of behavioral economics and behavior design, allowing them to create more effective campaigns, policies, and strategies that reflect how people are actually motivated and make decisions. By understanding human behavior and the factors which influence the choices people make, conservationists will be able to “nudge” people toward decisions and behavior that are good for them and good for the planet.

As a young non-profit with ambitious goals (including expanding our work to all cause movements), our existing funding is restricted to program activities. Root Solutions is primarily volunteer run.

Location & Logistics

This position includes a mix of working in-person work at our San Francisco office and remote work. This position is part time. We generally ask for a commitment of at least 14 hours per week over a 10-week period. We are happy to offer flexibility with your schedule, and are open to any variants of days that work best for you.

Compensation

This is a volunteer position

Application Materials

Interested applicants should submit a brief cover letter and resume to:

Lauren Highleyman
Project Manager
Email: info@therootsolutions.org
Subject Heading: Development Assistant

Indicate whether you are able to work for class credit or note whether you will receive any work-study or grant money for this position.

Root Solutions

415.390.6309

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www.therootsolutions.org