

Development & Accounting Assistant (Part-Time)

Friends of the River is seeking a part-time Development & Accounting Assistant who is passionate about protecting California's rivers and thrives in a small, collaborative nonprofit environment. This role supports both our fundraising and administrative operations with donation processing, accounts payable, database management, donor communications, and event support.

This is an exciting opportunity to work with a dedicated team, build valuable skills in accounting, fundraising, and event coordination, and make a real impact on the future of our waterways. If you're detail-oriented, resourceful, and enjoy working in a dynamic nonprofit environment, we want to hear from you.

Position Details

- **Location:** Sacramento, CA (in-office)
 - **Hours:** Approximately 15 to 20 hours per week, with some flexibility and occasional weekend hours for events
 - **Pay:** \$23 to \$27 per hour, depending on experience
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Duties and Responsibilities

Accounting & Administrative Support

- Accurately code and enter invoices into QuickBooks
- Assist with accounts payable and basic financial recordkeeping
- File and organize financial and administrative documents
- Provide general office support and complete other duties as assigned

Development & Database Support

- Process donations and enter contribution data into the donor database
- Maintain accurate and up-to-date donor and membership records
- Prepare and mail donor and member acknowledgment letters
- Coordinate mailings and donor outreach efforts

Communications & Fundraising Support

- Write and edit donor-facing content, including letters, emails, and web content
- Assist with fundraising communications and membership development efforts

Events Support

- Assist with planning and logistics for fundraising and recognition events, including the California River Awards and Rendezvous by the River
 - Help create event materials such as programs, name tags, signage, and other printed materials
 - Support event-related communications, including emails, website updates, and social media content
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Qualifications

- High School diploma or equivalent
 - 1 to 2 years of accounts payable or related administrative experience
 - Excellent written and verbal communication skills
 - Strong organizational skills and attention to detail
 - Ability to manage multiple tasks and meet deadlines in a dynamic environment
 - Proficiency with Microsoft Word, Excel, and Outlook
 - Experience with QuickBooks preferred but not required
 - Experience with Bloomerang or a similar CRM preferred but not required
 - Familiarity with databases, web editing, or social media a plus
 - Passion for environmental conservation and commitment to Friends of the River's mission
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Essential Job Functions & Work Environment

This position is primarily office-based and involves regular use of a computer and standard office equipment. The successful candidate will:

- Perform computer-based work for extended periods, including reading from a screen and using a keyboard and mouse
- Exchange information clearly and effectively with colleagues, donors, and partners via phone, video conference, email, and in person
- Sit or remain in a stationary position for extended periods, with occasional movement around the office
- Occasionally lift and move materials weighing up to 30 pounds as part of event preparation or office support, with or without reasonable accommodation
- CA Driver's License and reliable automobile to travel locally for occasional errands and events

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Health & Safety Requirements

- For in-person events, meetings, and office work, staff may be required to be vaccinated against COVID-19, in accordance with organizational policy.

Reasonable accommodations will be considered for individuals who are unable to be vaccinated due to a qualifying medical condition or sincerely held religious belief, consistent with applicable law.

Equity & Inclusion Statement

Friends of the River is committed to creating an inclusive, equitable, and welcoming workplace. We encourage applications from people of all backgrounds and identities. Employment decisions are made without regard to race, color, religion, sex, gender identity or expression, sexual orientation, age, disability, or any other protected status. We believe diverse perspectives strengthen our organization and our work to protect California's rivers.

About Friends of the River

Restoring natural river systems is critical to successfully adapting California's water management to the future of climate change. Friends of the River seeks to engage all California communities in protecting and restoring California rivers, to sustain life itself and provide the foundation for a water system that is just, resilient, sustainable, and practical. Friends of the River protects and restores the rivers of California by influencing public policy and inspiring citizen action.

Application Process

Please submit a resume and cover letter to Amy Cottrell, Director of Operations, at amy@friendsoftheriver.org. The position will remain open until filled.