



Job Description: Development Associate (Part Time)

City Surf Project is a San Francisco based non-profit organization connecting underrepresented youth to the ocean and themselves through surfing. We use surfing as a vehicle to teach respect for nature, healthy living and personal growth.

CSP is looking for a qualified development associate to support in grant management and fundraising.

Job Duties Include:

- Manage CSP's grants chart.
- Grant reporting.
- Research and contact prospective grants and foundations to apply.
- Create new systems for cultivating existing, and new donors.
- Assist in planning and executing fundraising events.
- Assist ED in strategic planning.

Qualifications:

- Experience working in non-profit development.
- Experience in grant writing and reporting.
- Proficient in Excel and Salesforce.
- Public relations savvy when sending and responding to emails.
- Interest in non-profit and social justice work.
- Personal commitment to the mission of City Surf Project

Commitment:

- 20-25 hours per week

Pay: Based on experience and competitive non-profit rates.

Application:

- Send resume and statement of interest to johnny@citysurfproject.com In the statement of interest, please explain your interest in City Surf Project and your qualifications for this position.

