

Key Responsibility Areas

Philanthropy Assistant, Part Time

Location: Hybrid - *This role requires flexibility to attend in-person events throughout LA and Orange County, including occasional evenings and weekends.*

EverFree

More than a billion people worldwide face ongoing abuse and exploitation, yet most never receive the care they need. At EverFree, we're breaking cycles of abuse and exploitation through survivor-led, tech-powered care that makes safety and healing accessible for all.

EverFree is growing rapidly as we expand programs, partnerships, and survivor-centered technology solutions to reach more people in need of safety and healing. To support this growth, we are strengthening our philanthropy and partnership functions to deepen donor engagement, sustain long-term funding relationships, and ensure that resources are effectively aligned with impact.

Purpose of this Position

The Philanthropy Assistant strengthens EverFree's fundraising impact by supporting donor engagement, events, stewardship, research, and administrative execution across philanthropy operations.

This role combines relationship support, in-person events & planning, data integrity, and strategic communications to help ensure that donors, partners, and stakeholders experience EverFree as a highly organized, responsive, and mission-driven organization.

This position reports to the Manager of Philanthropy and Partnerships and works closely with EverFree's Advancement, Communications, and Operations teams.

Core Responsibilities

1. Donor Communications, Gift Acknowledgement, Stewardship & Reporting

- Lead the timely acknowledgment of gifts through personalized letters and receipts.
- Support the stewardship of donors and partners by drafting and sending messages, escalating sensitive communications to leadership.
- Consistently update donor records in the CRM system, ensuring they are detailed and accurate.
- Support the preparation of proposal drafts, letters of interest, donor reports, and other materials for funders and external stakeholders.
- Prepare donor briefings, decks, and meeting materials to support a smoothly operating Advancement Team.
- Coordinate logistics for donor calls, meetings, and small events; record outcomes and ensure follow-up actions are entered into our internal project management tool and CRM.

2. Event & Campaign Support

- Provide logistical, administrative, and donor-experience support for philanthropy events and campaigns, including pre-event planning and research, guest list management, vendor and budget coordination, event web pages, briefing materials, and in-person support.
- Capture donor insights and outcomes to support timely post-event revenue tracking and follow-up.
- Support cross-team coordination for philanthropy-related events and campaigns, document event outcomes and donor interactions, and ensure timely action items are captured in the CRM and Asana.

3. Philanthropy Communications & Advocacy Support

- Coordinate with the Communications Department to gather up-to-date program information, impact stories, and messaging needed for donor materials.
- Support the build, design, and delivery of external communications and advocacy materials by quality assuring emails, newsletters, and reports.
- Maintain a well-organized library of advancement assets and ensure consistent branding and messaging across communications.

4. Pipeline, CRM & Data Management

- Support the Advancement team in maintaining EverFree's philanthropy pipeline and donor records in our CRM, ensuring all contacts, meeting notes, gifts, pledges, proposals, and stewardship activities are accurate and up to date.
- Partner with the Operations Manager to maintain high data integrity by cleaning duplicates, applying consistent tagging/segmentation, and improving CRM-driven workflows.

5. Prospect Research & Opportunity Identification

- Assist in the research, qualification, and ongoing management of a pipeline of individual, foundation, and corporate prospects, identifying new opportunities based on giving history, affinity, and alignment.
- Accurately and consistently maintain this pipeline in close collaboration with the Advancement team.
- Monitor news, grant announcements, and sector developments to surface timely opportunities for leadership consideration.

Indicators of Success for 2026

All donor gifts are acknowledged within established stewardship timelines.

- Donor and prospect records are consistently accurate and well maintained.
- Event and campaign logistics are prepared in advance with clear follow-up documentation.

- Events and campaigns run smoothly with minimal logistical oversight.
- Draft donor communications and reports require minimal revision.
- At least one workflow, template, or process improvement is contributed annually.

Key Competencies

- Exceptional attention to detail and accuracy across research, data entry, documentation, and reporting.
- Action-oriented mindset with ability to translate ideas into reliable execution.
- Strong independent problem-solving skills and good judgment when navigating ambiguity.
- Professional, warm, and clear written and verbal communication.
- Comfort using CRM systems (such as Virtuoso, Salesforce, or similar), Google Workspace, and project management tools such as Asana.
- Strong organizational skills and ability to manage multiple priorities with minimal supervision.
- Careful and responsible handling of confidential donor information.

Cultural Alignment with EverFree

- You are deeply committed to ending abuse and exploitation and are energized by purpose-driven work.
- You demonstrate humility, kindness, professionalism, and respect for colleagues and partners.
- You embrace feedback, continuous learning, and a growth mindset.
- You maintain composure under pressure and uphold integrity and confidentiality.
- You take ownership of your work and contribute positively to a collaborative, mission-aligned culture.

Equal Opportunity Employer

EverFree is an equal opportunity employer committed to building a diverse and inclusive team. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or any other legally protected status. We strongly encourage applications from individuals with lived experience related to the issues we address and are committed to creating a workplace where all team members can thrive.

How to Apply

Interested candidates should submit their resume through our [application form](#). Applications will be reviewed on a rolling basis, so early submission is encouraged. This is a part-time, hybrid position based in Southern California, U.S. Candidates must be authorized to work in the U.S. For questions or application issues, please contact admin1@everfree.org.