

Position: Development Fellow

Level: Entry-Level

Education requirements: No requirement; Associate's degree, Bachelor's degree, or equivalent experience preferred

Employment type: Part-time, temporary

Location: Los Angeles; Remote

Compensation: \$20 an hour

Time: 3-month commitment; Up to 20 hours a week

The Opportunity

DigDeep has an immediate opening for a Development Fellow. As the Development Fellow, you will work closely with our Development Coordinator and will be responsible for auditing existing donor data, identifying information gaps and creating methods to systematize and organize data for easy reference and strategic goal planning. This project and your work directly supports and is key to DigDeep's upcoming database migration to Salesforce.

REPORTS TO

Development Coordinator

Key Responsibilities

1. Duties and Responsibilities

- Support the Development Department with data organization and systematization projects
- Audit, report and cleanse duplicate records and data in current CRM
- Assist in building data integrity within the Development Department for accurate reporting
- Perform data entry into Donor CRM, Google Drive, and Asana
- Complete internal administration tasks, research, and other support as needed

***As the organization continues to evolve, duties or tasks may change without impacting the overall job description.*

2. Skills and Qualifications

- Proficiency with GSuite and Microsoft Office, including Word, Excel and Outlook
- Comfort and accuracy inputting, managing and reporting data

- Experience with Asana, Airtable and other data/project management tools is a plus
- Excellent written and verbal communication skills
- High levels of trustworthiness, discretion, and professional demeanor
- Great attention to detail, tech savvy, and the ability to self-start
- Ability to prioritize, multi-task and follow through with minimal direction
- Flexibility in varied job assignments
- Willingness to pitch in when/where needed
- An understanding of and belief in, the mission of DigDeep and a drive to make change!

3. Benefits

- Gain insight into development processes and practices in a rapidly scaling non-profit
- Supportive and engaging work environment
- Shadowing, mentoring, and training opportunities with experienced and accomplished professionals
- The ability to work part-time from home

We Are DigDeep

The DigDeep Right to Water Project is the only WaSH (water, sanitation and hygiene) organization serving the nearly 2 million Americans who still don't have a tap or a toilet at home.

Founded in Los Angeles in 2012, DigDeep believes access to clean water is a human right. Today, we run several nationally recognized programs that empower communities to build their own water and sanitation systems. We won the 2018 US Water Prize for our [Navajo Water Project](#), which has brought clean, running water to hundreds of Native families across New Mexico, Arizona, and Utah. We're also leading an effort with Michigan State University, the US Water Alliance and the Robert Wood Johnson Foundation to study the root causes of domestic water poverty in 6 "hotspots" around the country, including the California Central Valley, the Four Corners Region, the Texas border *colonias*, Appalachia, rural Alabama, and Puerto Rico. We're poised to begin working in these areas, leveraging our relationships with philanthropy, industry, media, local communities, and a deep bench of more than 14,000 individual donors across the country.

DigDeep is deeply committed to diversity, equity, and inclusion. We believe social change happens when people with a wide range of backgrounds, experiences, and identities come together with common purpose. DigDeep is built on the principles of equity, transparency and the power of human experience. Your work will improve the daily lives of real people – people you’re likely to meet. Every American should have the clean, running water they need to thrive. Join us, and we’ll close the US water gap in our lifetimes.

[2018 Annual Report](#)

[2018 Financials](#)

Interested?

Please submit a thoughtful cover letter and resume to: jobs@digdeep.org. In the subject line of the email please use the following format: DigDeep Development Intern - [Your First & Last Name]. No calls please.

Please note that DigDeep cannot provide immigration sponsorship for this position. We look forward to hearing from you! Thank you.