



Volunteer Position Announcement

Development Office Assistant Volunteer

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About the Position:

As the Development Office Assistant Volunteer, you will support the Sempervirens Fund Development team with administrative tasks that strengthen relationships with our existing donor base. Under direct supervision of the Donor Services Coordinator, this position requires a comfort level with both physical tasks — such as packaging and operating the printer — and digital tasks, including database management and working with Microsoft Excel.

This role plays a critical part in streamlining the Development team's processes and donor cultivation efforts. You will assist with communications and outreach duties through phone calls, by packaging letters, and writing cards, and organizing data to ensure the team has access to up-to-date records to improve their effectiveness. Donor cultivation and relationship-building are foundational to the organization's mission to continue to protect and conserve the Santa Cruz Mountains.

As the Development Office Assistant, you will:

- Package letters for donors.
- Write and mail Sempervirens Fund cards to support community building.
- Call current donors to express gratitude for their support.
- Print welcome packets and address labels.
- Generate reports from our donor database.
- Organize excel sheets containing data from multiple sources.
- Update donor information and communication preferences.

This volunteer opportunity may be right for you if you:

- Are passionate about redwoods and the Santa Cruz Mountains.
- Enjoy office administrative tasks and database management.
- Are proficient in Microsoft Office Suite.
- Want to help build meaningful relationships.
- Have an interest in nonprofit work.

Other Details:

Location:

Sempervirens Fund Mountain View Office, **Your Team:**

Ori Faigon, Donor Services Coordinator
Robbie Brown, Community Engagement Manager

Time commitment:

4 – 10 hours per week, ongoing and year-round

How to apply:

Submit a [volunteer application](#) and email a one-paragraph explanation of why you are interested in this position to Sempervirens Fund’s Community Engagement Manager at rbrown@sempervirens.org. Please use the subject line “Development Office Assistant Volunteer Application.”

About Sempervirens Fund

Sempervirens Fund is California's first land trust. Our community is passionate about protecting and permanently preserving redwood forests in the Santa Cruz mountains and promoting safe, welcome, and inclusive access to parks and public lands. We believe the Santa Cruz Mountain region's habitats, waterways, and resiliency are at risk without healthy, connected coast redwood forests. If you believe this too and are motivated to bring a community together around this critical and shared vision, we have a role for you in our dynamic, collegial, fun, and growing team of staff and volunteers.

Our Commitment to People and Equity

We believe redwoods and their interconnected ecosystems should be accessible to all people. We acknowledge historical and systemic inequities—including the forcible removal of indigenous peoples from the lands we protect and the historic, systemic exclusion of people of color from land ownership. We envision a day when public spaces feel welcoming and safe for everyone. We align our actions to our commitments by reimagining power structures—ensuring that our leadership is diverse and reflective of the communities we serve. We want to work with people with deep commitments to equity and justice.

At Sempervirens Fund, we acknowledge that redwood forests in the Santa Cruz Mountains are among the ancestral lands for many Indigenous Peoples, who cared for these lands for millennia until they were forcibly removed. We are grateful to work with their descendants, including the Amah Mutsun Tribal Band and the Muwekma Ohlone Tribe, to restore their cultural and traditional relationships to the amazing landscapes of the Santa Cruz mountains.