

## Position Announcement



Root  
Solutions

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Human behavior is at the root of both environmental problems *and* their solutions.

### **Development Assistant**

Root Solutions is seeking volunteers to join a team of visionaries, creators, and disruptors who want to re-shape the future of the environmental movement in North America and beyond. We bring on Development Assistants in the spring, summer and fall. Although this is a volunteer position, you will be an active member of our team, and are vital to the success of programs that will transform the environmental movement and the planet.

### **Overall Function**

The Development Assistant will be responsible for supporting fundraising efforts. You will help us research new opportunities, develop proposals, and craft engaging communications. You will assist in the planning and implementation of special events. You will gain an overall understanding of how a non-profit functions, from the day-to-day operations, to internal and external communications, to overall strategic planning.

You're a creative multi-tasker and writer with excellent communication skills. You are an innovative thinker who works well with challenges. You're all about building a healthy thriving planet and are curious about environmental psychology or behavioral economics. You have exceptional attention to detail.

### **Specific duties may include, but are not limited to:**

- Assisting in all areas of fundraising
- Researching prospective donors
- Maintaining donor correspondence
- Drafting proposals
- Ensuring that all communications presents the vision, mission and values of Root Solutions

**Qualifications/skills and knowledge requirements:**

- Ideal candidate will demonstrate a real interest in community engagement and fundraising and a passion for philanthropy and the environment
- Excellent communication skills and enjoys writing
- Well-organized and detail-oriented
- Self-motivated with the ability to meet deadlines and demonstrate initiative
- Enjoys research
- Prior fundraising experience

**Organization**

Root Solutions works to provide conservationists and policy makers with tools and resources informed by the proven methods of behavioral economics and behavior design, allowing them to create more effective campaigns, policies, and strategies that reflect how people are actually motivated and make decisions. By understanding human behavior and the factors which influence the choices people make, conservationists will be able to “nudge” people toward decisions and behavior that are good for them and good for the planet.

As a young non-profit with ambitious goals (including expanding our work to all cause movements), our existing funding is restricted to program activities. Root Solutions is primarily volunteer run.

**Location**

Position is based out of Root Solutions' Emeryville office. Working remotely for a part of the duration is a possibility that can be discussed.

**To apply**

Submit your cover letter, resume and any additional materials to [info@therootsolutions.org](mailto:info@therootsolutions.org).

Our summer program requires a 35-hour of week commitment over 10 weeks (or 28 hours over 12 weeks). Please contact us to learn more about our semester programs.

**Root Solutions**

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[www.therootsolutions.org](http://www.therootsolutions.org)