



**Job Title:** Philanthropy Assistant

**Reports To:** Director of Philanthropy & Administration

**Level:** Non-exempt, hourly position

Position Summary: 20-25 hours per week. The Philanthropy Assistant is responsible for supporting the Director of Philanthropy & Administration and the Executive Director with activities associated with furthering the Cancer Foundation of Santa Barbara's mission to ensure quality cancer care for all Santa Barbara residents. Duties include data entry, record keeping, disseminating press releases and assisting with events. The successful candidate will possess knowledge of Microsoft Office and Raiser's Edge. This job has no supervisory responsibilities. A complete job description can be found at [cfsb.org](http://cfsb.org).

Hourly compensation range \$22-\$25, commensurate with experience and other qualifications. The Philanthropy Assistant may be eligible for holiday and paid time off and medical and dental benefits.

This position requires the individual to be in the office, with predictable and timely attendance.

Proof of completed COVID-19 vaccination, including booster shot, is required for employment, no exceptions.

To be considered, please email a cover letter and resume to [hr@cfsb.org](mailto:hr@cfsb.org) with "Philanthropy Assistant" in the subject line. No phone calls please.

*The Cancer Foundation of Santa Barbara is an equal opportunity employer committed to diversity at all levels.*