

District Auxiliary Services Foundation

Development Assistant

The Napa Valley College District Auxiliary Services Foundation is seeking a dedicated and socially conscious individual to join our development team as a Development Assistant. In this role, you'll play a crucial part in creating and implementing strategies that drive

- < Strong administrative skills and attention to detail
- < Customer service-oriented mindset
- < Proficiency in data entry and database management, with a minimum of one year of experience
- < Familiarity with Salesforce or similar relational databases
- < Knowledge of nonprofit organizations and practices
- < Excellent written and verbal communication skills
- < Ability to work independently and prioritize own workload

Please submit the completed DAS employment application form, your resume, and any inquiries to The District Auxiliary Services Foundation at:

[enterprise.services@napavalley.edu](mailto:enterprise.services@napavalley.edu)