



Development Associate: The Freedom Archives is seeking a part-time (15 hours a week) Development Associate. This is an in-person position with the possibility of a remote component. The position entails the following:

- Develop and implement a fundraising plan based on organizational priorities, including donor cultivation and social media strategies
- Research and apply for new grant opportunities
- Support organizational budget growth
- Support and develop community fundraising activities
- Participate in other organizational programming, as applicable to the position

Experience and Qualifications:

- Demonstrated success with grant writing and fundraising
- Strong written and verbal communication skills
- Experience using social media as a fundraising tool
- Flexibility; ability to work independently and as part of a team; comfortable with a collective organizational structure
- Knowledge of and commitment to politically progressive grassroots organizations

Salary: \$35/hour, benefits not included

To apply, submit the following to info@freedomarchives.org (please put Development Associate in the subject line):

1. Cover letter: 2 page limit, please do not use AI to write your letter
2. Resume with 3 references, at least one from a former supervisor
3. Evidence of successful fundraising and grant writing (e.g., campaign collateral, press releases, or a detailed list of fundraising/grant writing successes)

Application Review Process:

The position will remain open until filled. Your application will be reviewed by real humans on our hiring committee.

About the Freedom Archives:

[The Freedom Archives](https://www.freedomarchives.org) is a non-profit educational archive located in Berkeley dedicated to the preservation and dissemination of historical audio, video, and print materials documenting the progressive history of the Bay Area, the United States, and international movements from the 1960s to the 1990s. We also produce original documentaries and educational resources for use by schools and organizations as tools for community building and social justice work. In order to maintain our values and our commitment to illuminating marginalized voices and uplifting stories of resistance, we do not take any money from government or corporate sources, and our budget is comprised of small grants, family funds, and individual donations. In 2025, the Freedom Archives celebrated its 25th anniversary. Organizationally and financially, we are in a strong position, and our unique and growing collections are used by a broad and diverse range of communities and researchers. We look forward to welcoming a Development Associate who will take us to the next level in financial growth, ensuring future access to our collections and supporting our vital programming.