



## **Development Assistant**

Pay Rate: \$20–\$24 per hour (DOE)

As a member of the development team, the Development Assistant will contribute to a vigorous program, building the donor database and relationships with constituencies at all levels to obtain support from corporations and individual donors. The Development Assistant is responsible for maintaining donor data, facilitating donor communications, ensuring accurate gift processing, donor recognition, and conducting donor research to further develop the organization's support base. The Development Assistant will represent the organization at various events and activities and must be passionate about community service and aiding at-risk children, and able to articulate that passion in a manner that inspires others.

The Development Assistant will work cooperatively with the staff of Children's Fund under the direction of the President & CEO. Specific duties include, but are not limited to:

1. Manage the organization's donor data, including gift processing, tracking activities in donor files, donor research, developing prospect lists, and providing reports as requested. Ensure consistent and accurate updating of volunteer and donor constituent records on an ongoing basis.
2. Manage all development-related correspondence and mailings, including personalized acknowledgement letters for all gifts received in a timely and accurate fashion.
3. Assist with Children's Fund's annual giving program, including data analysis, segmentation, reporting, and managing correspondence. Review and evaluate the program in coordination with appropriate staff, proactively recommending systems enhancements and improvements.
4. Provide support for proposal writing and other needs as they arise related to all types of annual giving, including individual, corporate, and foundation solicitations. Assist in grant research and manage the tracking of grant submissions and compliance report deadlines.
5. In conjunction with the Grants and Appeals Officer and Marketing Officer, coordinate the organization's direct mail program, including the development of strategies, list formation, appeal letters, program analysis, etc.
6. Provide support to special events, including invitation lists, updating the donor database to track donors, participants, and response results, etc., for each event.
7. Identify and recommend current donors to engage for major gifts.
8. Assist the volunteer program, including but not limited to, the on-boarding process of volunteers, tracking volunteer hours, communicating volunteer opportunities and coordinating volunteer needs with pertinent staff, and ensuring volunteers receive instruction and recognition.
9. Work with the Programs staff to input the acquisition, acknowledgement, and tracking of In-Kind donations.

10. Participate in event and community engagement activities as part of organizational culture. All staff are expected to assist with events, including setup, breakdown, and on-site support for donation drives, fundraising events, and community outreach activities.
11. Contribute to the development of cultivation and solicitation collateral material.
12. Assist with the planning and implementation of the 40th Anniversary Celebration and Campaign.
13. Other tasks and special projects as assigned by the President/CEO.
14. Maintain the confidentiality of the organization and the people we serve.

**Qualifications:**

- Experience with donor, client, partner, and/or customer relationship management.
- Ability to manage database software programs (Blackbaud Raiser's Edge NXT preferred), including but not limited to, the ability to record donations, generate acknowledgements, gift receipts, and design/run reports. Perform database maintenance, tracking, and data input/output.
- Organizational skills, paying strong attention to detail, and working with a sense of urgency.
- Demonstrated experience in creating written correspondence (appeals, letters, grant writing, etc.) and the ability to verbally articulate organizational mission and impact.
- Interpersonal skills: a strong donor relations background is preferred.
- Demonstrated ability to think critically and make decisions on behalf of an organization.
- Planning and project management skills.
- Experience in dealing with matters of extreme confidentiality, consistently in a friendly and professional manner.
- Ability to successfully handle multiple simultaneous deadlines, set priorities, and develop innovative recommendations and solutions to problems.
- Proactive self-starter who works well independently and collaboratively
- Proficiency in office-related software (Outlook, Word, Excel, PowerPoint), typing skills and other general office knowledge.
- Strong understanding of fundraising methods and principles preferred.
- Strong understanding of volunteer programs.
- High school diploma or equivalent required; some college coursework preferred.

**Physical Requirements and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to remain in a stationary position (sit or stand) two-thirds of the day or more.
- Occasional travel to various locations and events within and outside the county, and typically via automobile is required. Mobility is required to attend meetings and events.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office equipment.
- The position occasionally bends, stoops, reaches, pushes, and pulls drawers, to retrieve and file information. Frequently moves/transport various pieces of merchandise weighing typically less than 40 pounds across the warehouse for various donation drives and event needs.
- Employees must be able to maintain regular and predictable ***attendance*** and ***punctuality***.

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Noise levels can vary, depending on programming and events. While performing this job, the employee is exposed to weather conditions prevalent at the time with respect to both indoor and outdoor environments and events. Temperature levels may include hot, cold, and mild.

### **Organizational Background**

The Children's Fund is a 501(c)(3) non-profit organization created to serve at-risk children in San Bernardino County. Children's Fund's mission is giving our vulnerable children support, opportunity and hope by breaking destructive cycles through community partnerships.

Formed in 1986, Children's Fund has had the privilege of assisting more than 2 million at-risk children throughout San Bernardino County. This has taken place under the guidance of a volunteer board of directors comprised of innovative business and community leaders from all over Southern California with a shared commitment to impact the lives of these children and renew their hope for a vibrant future.

### **Equal Opportunity Employer:**

Children's Fund is an Equal Opportunity Employer and values diversity. We encourage applications from all qualified individuals regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, disability, veteran status, or any other protected status.

### **At-Will Employment**

Employment with Children's Fund is at will. Either party may end the relationship at any time, for any lawful reason or no reason, with or without notice.

### **How to apply**

To be considered for this position, you must apply by submitting a **complete packet\*** to [cfoptions@childrensfund.org](mailto:cfoptions@childrensfund.org). Initial screening and interviews may be scheduled prior to the closing date, as qualified candidates are received.

**\*Complete Packet consists of the following: Cover letter, resume, and a signed Children's Fund Application. Please visit**

**[https://www.childrensfund.org/\\_files/ugd/13e013\\_a4f6ad071c4941618832783b6c57845d.pdf](https://www.childrensfund.org/_files/ugd/13e013_a4f6ad071c4941618832783b6c57845d.pdf) for the application.**