

Primary Function: Works in collaboration with the Vice President and assists with the planning and implementation of the annual fundraising program including, but not limited to, individual, foundation and corporate giving, direct mail, grant research and writing, and special events. Associate will supervise the senior development clerk in day-to-day duties and manage the fundraising database.

Essential Duties and Responsibilities:

- Works with Vice President to develop, implement and monitor a fundraising plan for raising revenue to meet annual operating budget needs.
- Supervises development clerks' work including data entry, report generation, acknowledgement process. Ensures database is kept accurate and running smoothly.
- Directly asks donors/potential donors for donations/sponsorships.
- Works with Vice President to identify, research, and solicit corporate prospects for in-kind and cash donations and sponsorships.
- Works with Vice President to identify and research foundation prospects, works with program staff to identify funding opportunities, drafts proposals, correspondence, and reports, and maintains detailed records and schedules for grant management.
- Works with Vice President to implement and plan fundraising and other donor-driven events, and actively participates in development team planning of special cultivation/donor recognition events and assists in the coordination and production of these activities.
- Manages donation drives and shopping partner activities.
- Works with Vice President to implement and maintain comprehensive online and grassroots donor campaigns.
- Coordinates direct mail and donor acquisition campaigns with direct mail provider.
- Uses Raiser's Edge to develop donor base and increase giving with development and maintenance of reports to gauge fundraising goals, progress and needs.
- Works with Vice President to create strategies and approaches to elicit, match or enhance donor giving as part of donor cultivation or solicitation strategies.
- Creates call reports and action lists of major donors and assists in maintenance of accurate donor records.
- Keeps Vice President fully informed on development activities, contributions, and proposals submitted.
- Represents organization at appropriate functions, including, but not limited to, speaking engagements, tours of spcaLA facilities, media appearances, community events, networking events, and fundraisers.
- Maintains high professional standards in accordance with the Association of Fund Raising Professionals.
- Attends educational seminars and conferences to advance professional qualifications.
- Perform other duties as necessary to improve the functions of the organization.

Job Related and Essential Qualifications

- Experience in donor cultivation and solicitation.
- Excellent communications skills, both verbal and written.
- Strong computer skills and experience using donor software programs (Blackbaud products preferred.)
- Grant research and grant writing experience.
- Fund raising event coordination and management experience.
- Good organizational and planning skills with ability to manage multiple projects and meet deadlines in fast-paced work environment.
- Attention to detail.
- Highly motivated team player with sense of humor.

- Ability to work productively in a team-oriented environment, as well as independently, and to be flexible and responsive.
- Assist in problem-solving situations involving the public and donors as they relate to Development.
- Flexibility to adapt to differing support needs created by varying work styles.
- Show maturity and good judgment; perform the job in a professional manner and work efficiently under pressure.
- Work different shifts, holidays and weekends as assigned.
- Work with and restrain companion pets of various sizes.
- Possession of a valid and appropriate California Driver's License will be required prior to employment. License must be maintained in the course of employment. Must have excellent driving record and be insurable to drive company vehicle.

Supervisory Responsibilities:

- Directly supervises department clerks and volunteers, and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, training employees, supervising employees in the performance of their duties, and providing performance evaluations and appropriate disciplinary action as necessary.
- Planning, coordinating and directing personnel training and staff development programs. Prepare and implement training policies.
- Responsible for the positive and professional demeanor and appearance of the department staff.

Knowledge of:

- Prospect, grant, and corporate research.
- Annual giving and direct mail campaigns.
- Special event timelines, budgeting, solicitation of sponsors and participants, volunteer coordination, collateral materials.
- Building relationships with prospective and current donors.
- Blackbaud or other online constituent communications programs.
- WordPress, Photoshop, Illustrator, HTML, and the like a plus!

Other Essential Qualifications:

Physical demands - While performing this job the employee is regularly required to use hands, fingers; reach with hands and arms (putting up banners, etc.); talk and hear clearly. Requires the mobility to stand, walk, sit and kneel, crouch or crawl. Perform work, which involves lifting, carrying and/or pushing of 25 lbs. or more (info. tub for special events, etc.).

Working conditions - Dealing with an office environment in which the noise level is generally moderate, but on occasion will be high. Be able to be near, and on occasion assist with, dogs, cats, and other companion animals. Be able to handle events/functions outside of office. Be exposed to all types of weather conditions and be able to work in such conditions.

Experience and Training: A Bachelor's degree in related field and minimum two years development experience, preferred. A management style that promotes teamwork, enhances creativity, facilitates communication, and builds consensus.

Application Deadline: Open until filled
Salary Range: \$55,500/annually, DOE
 This is a full-time exempt position with benefits.
Employment Location: 5026 W. Jefferson Blvd., Los Angeles

Please email resume with cover letter to jobs@spcaLA.com.