

Position Title:	Development Associate (TEMPORARY)
Reports to:	Director of Development and Communications
Hours:	20-25 hours per week, anticipated 6 months, temporary
Location:	San Luis Obispo County
Salary:	\$20.00 - \$24.00/hour
Apply by:	Position is open until filled.

Please submit a resume and a cover letter electronically to HR@StandStrongNow.org. NOTE: Please put "Development Associate" in the email subject line. No calls, please. Submissions will be reviewed on an ongoing basis until the position is filled. Visit www.StandStrongNow.org to learn more about us.

Purpose and Responsibilities

Under the supervision of the Director of Development and Communications (DDC), the Development Associate will be working with all aspects of contacting and developing relationships with donors and sponsors; identifying potential sources of donations; securing donations from businesses, individuals, and other groups; and tracking the progress of fundraising campaigns. A successful candidate will be extremely organized in maintaining records and communicate well with the development team and donors.

Qualifications and Requirements

- One to two years' experience in at least two of the following areas required:
 - Grant writing and research
 - Donor stewardship
 - Broadening donor base
 - Donor software
 - Gift tracking and acknowledgment
 - Managing and tracking segmented mailing lists and responses
- Bachelor's degree in relevant field preferred.
- Bilingual in English and Spanish preferred.

Key Characteristics:

- Strong partnership-building skills.
- Willingness to approach new potential donors for sponsorships and gifts.
- Strong written and verbal communication skills.
- Compassionate, empathetic, non-judgmental.
- Able to work independently and as part of a team.
- Capable of working with internal and external teams and partners.
- Ability to work under strict deadlines.

Job Duties:

- Implement and process all contributions in our primary donor database (NEON).
- Manage gift records and prepare timely gift acknowledgments to individual and institutional donors.

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- Outreach to local businesses and other potential donors for sponsorships and other types of financial support
- Under the direction of the DDC, implement donor recognition programs creating systems to support frequent donor contact and acknowledgement.
- Manage and produce segmented mailing lists, track response rates and donation revenue.
- Manage the integration of ancillary fundraising software (i.e.: Greater Giving, Crowdrise) into department systems.
- Support Donor Stewardship at events with staff to ensure the successful execution of all philanthropy related events and engagement activities
- Provide general support for the department and the DDC.
- Support the department in establishing short and long-range goals for fundraising and funding sources
- Research public and private grant sources.
- Assist the department in identifying, cultivating and stewarding prospects and donors.
- Create systems for planned giving to track progress of pending legacy and bequest gifts.
- Other duties as assigned.

Other Requirements

- Must satisfactorily pass a background check (paid for by employer).
- Completion of Stand Strong's 40-hour domestic violence training program, to be initiated as soon as possible upon employment and completed before working with clients.
- California Driver's License
- Automobile, Auto registration, Auto insurance

Please Note:

- Stand Strong is an equal opportunity employer (EOE) and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, marital status, age, sexual orientation, gender identity, or any other protected status covered by Federal and State laws.
- This job description is designed to cover the basic requirements of the position, can be revised at any time, and does not change the "at will" status of employment at Stand Strong.

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