

SPECIAL SERVICE FOR GROUPS Job Announcement

Title: Fund Development Specialist

Division: HOPICS

FLSA: Part-Time 30-35 hours/week, Non-Exempt

Supervisor: Division or Deputy Director

Pay Range: DOE

Revised: 02/04/2021

Summary

The Fund Development Specialist is responsible for create and implement fundraising strategies for the HOPICS Division to increase unrestricted revenue from a variety of sources. S/he will implement and manage all solicitation efforts including annual appeals, event planning, major and planned giving, endowed giving, corporate sponsorships, and individual donor campaigns.

Essential Functions

- Develop and manage relationships with corporations, endowments, and planned giving agents.
- Design, implement and manage fundraising plan for HOPICS Division of SSG
- Create, recommend and or manage tools/software to track fundraising plans and revenue.
- Develop fundraising materials, including letters of inquiry, newsletters, and donor-targeted content for online and offline marketing.
- Support grant writing or application completion for foundation grant opportunities
- Assist in identifying and cultivating giving programs with small, medium, and large individual donors as part of an annual campaign.
- Develop and manage donor prospects and contacts.
- Manage, track and report on targeted outcomes, results, and progress of fundraising efforts.
- Assist in implementing an annual plan to increase business and civic group giving; determine targeted results and tracks, documents progress.
- Coordinate with SSG's Fiscal and Development Departments to process donations and ensures donor recognition via gift acknowledgement letters and other correspondence.
- Create monthly fundraising reports and other database reports as needed.
- Assist in development and maintenance of a strong presence with community partners/ donors keeping them informed of HOPICS growth and expansion of new projects.
- Work with Business Operations staff to create or identify and use grant management systems, track grants, reports, and submit reports in a timely manner.
- Conduct preliminary research on prospective corporate, government, private foundations, and individual donors.
- Coordinate productions and mailing of donor appeal letters.
- Lead and manage all event planning and coordination activities for HOPICS fundraising events.

- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fundraising events.
- Prepare media materials for distribution. (i.e., copying, filing, mailing, e-mailing)
- Assemble media and donor kits for events and meetings.
- Produce and edit newsletter; gather stories and photos, proofread, and manage printing.
- Update presentation and public relations material as needed, including brochures and presentations.
- Coordinate and edit fundraising page on website and update on a regular basis.
- Prepare occasional news releases and press kits.
- Maintain appropriate boundaries; and adhere to SSG's Code of Ethics and HOPICS' Core Values.
- Represent the Agency in a professional manner at meetings and community events.
- Other duties as assigned by the Director.

Secondary Functions

- Assist with background research on select subjects for proposal development, as needed.
- Assist as assigned to draft proposal narrative components and/or to edit proposal narrative during final review.
- Assist as assigned in the development and distribution of agency communications/marketing materials (e.g., develop and draft e-newsletters and reports for external use)
- Other duties as assigned.

Minimum Qualifications – Knowledge, Skills and Abilities Required

- Minimum of an Associate Degree and 3-5 years related experience.
- Mature, with an ability to work independently *and* as a member of a team.
- Experience in at minimum, a supportive role with fundraising campaigns, including but not limited to setting goals, establishing timelines, and identifying effective messaging.
- Strong time management, organizational, and coordination skills
- Strong analytical skills
- Excellent communication skills
- Strong public speaking and written communication skills
- Knowledge and skills in Microsoft Office Suite
- Verification of Employment Eligibility
- Background Check
- COVID-19 Test Required Pre-Employment
- Valid California Driver License, Proof of Car Insurance, and Reliable transportation
- Ability to work evenings, weekends, overtime as needed.
- Regular attendance required.

Desirable Qualifications

- Experience working in a nonprofit organization setting, knowledge of the community.
- Experience with Blackbaud Raiser's Edge or similar database/CRM systems highly preferred
- Ability to work successfully both independently and as part of a team.

Environmental Conditions (Working Conditions)

The environment for this position is an office environment.

Physical Requirements

While performing this job, there will be sitting, standing, walking, and driving required.

Mental Requirements

The incumbent in this position must be able to accommodate to all the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; relate to and communicate effectively with fellow team members; conceptualize; analyze information or instructions; and handle pressure/stress.
