



DEVELOPMENT ASSOCIATE

Reports to: Executive Director

Division: Partners in Education

Our ideal candidate

You have excellent interpersonal skills and enjoy building meaningful relationships with donors and volunteers. You are a skillful communicator, who pays attention to tone and word choice in conveying messages. You understand that communicating a budget is just as much an opportunity to tell a story, as it is to share numbers. You are extremely organized, able to track multiple budgets and figures, as well as different projects. You earn trust quickly, and maintaining that trust is of the utmost importance to you. You seek creative, impactful ways to thank supporters, and you understand there is an art to the “ask.” You are a thoughtful co-worker and you are passionate about education.

General description

The Development Associate provides overall support to the Executive Director in the area of development and is responsible for increasing the amount of funds raised by Santa Barbara Partners in Education (or other nonprofit administered by the Santa Barbara County Education Office). The position supports day-to-day donor, board, and volunteer relationships through activities including, but not limited to, confidential donor database administration, donor contacts and stewardship, event planning and coordination, grant management, support and coordination of campaigns, prospect research including wealth assessments, and donor reporting to accommodate current and projected donation and donor needs.

Specific duties and responsibilities

- Administer and maintain a confidential donor and constituent database system, including: generating reports; analyzing data; establishing, accessing, updating, and maintaining comprehensive and accurate donor files; gathering information on prospecting and donor contacts; and creating donor lists and prospect information sheets. Create monthly development reports, including the contributions report, lapsed donors, new donors, prospective donors and other sensitive information. Serve as department expert on the donor database and train other staff in its use.



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- Coordinate, research, market, and host community gatherings and stewardship/fundraising events attended by board members, donors, volunteers, students, educators, and prospects. Coordinate with speakers, catering, facilities management, and organization leadership in order to host effective events that engage all groups and meet established goals. Maintain attendee records and initiate follow-up communications.
- Collaborate with program staff to support activities and events to develop, maintain, and enhance relationships with current and prospective donors.
- Supervise, support, and develop skills of administrative staff, as well as various interns and student workers.
- Develop and make presentations to both large and small groups.
- Oversee and manage projects carried out by contractors/consultants, monitoring projects and tracking progress until completion.
- Create marketing and stewardship materials including but not limited to annual reports, event invitations, social media posts, web images, brochures, videos, and flyers. Draft gift acknowledgements and other written communications and correspondence; respond to prospective donor inquiries.
- Research grant opportunities, track grant deadlines, and coordinate and gather application and report requirements for submission.
- Plan and maintain program/project budgets; coordinate with accountants to complete annual 990 tax document.
- May represent SBCEO or Partners in Education and/or act as a liaison at various community and/or school events.
- May prepare and process various financial transactions including deposits, purchase orders, reimbursements and payments for program expenditures.
- Perform other duties as assigned as they pertain to the essential functions of the job.

Requirements

Education: Completion of 48 semester units or 72 quarter units of college coursework, preferably with an emphasis in business, nonprofit, or public administration; communications; marketing; or other related topics. Bachelor's degree preferred.

Experience: Experience in a responsible administrative or program support position, including one year of experience working with locally based foundations, nonprofits, businesses, schools, and/or community organizations. Paid or volunteer experience in fundraising, marketing, business partnerships, community engagement, and/or event planning is preferred.



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Knowledge of:

- School and community demographics and needs
- K-12 public education system and community resources
- Field of philanthropy and charitable giving
- Local nonprofit and/or business community
- Modern administrative office practices, procedures, and equipment
- Telephone etiquette
- Report writing practices
- Principles and practices of marketing
- Principles and practices of development and fundraising
- English usage, grammar, spelling, punctuation and vocabulary
- Conflict management strategies

Ability to:

- Track budgets and prepare financial reports
- Learn County Education Office organization, operations, policies, and objectives
- Organize, plan, and coordinate work of self and others
- Develop a variety of high-quality written materials
- Work independently and as part of a team
- Maintain strict confidentiality in all aspects of work
- Prioritize duties and achieve goals for complex programs meeting timelines
- Establish and maintain effective cooperative working relationships with staff, volunteers, program participants, contractors, community members and organizations
- Make sound decisions independently
- Identify opportunities and implement strategies for continuous improvement
- Foster positive relationships with diverse populations
- Exercise tact, patience, and courtesy in interactions with others
- Represent SBCEO and Partners in Education or other assigned program effectively

The ability to read, write, and speak Spanish fluently is desirable.

Licenses and certificates

As incumbent will travel to different sites and locations within the county, this classification requires a valid California driver's license, automobile insurance required by law, and the use of a dependable automobile.



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Working conditions

Work is performed indoors with minimal exposure to health and safety hazards. Position requires local travel and participation at events in a variety of school districts and in the community. Work involves attending evening and early morning events.

Salary range 72

Approved by the Personnel Commission: May 23, 2019