



Storyteller

CHILDREN'S CENTER

Program: Development

JOB TITLE: Development Assistant
LOCATION: State Street
REPORTS TO: Director of Development
LEVEL: Non-exempt, Hourly Position

POSITION SUMMARY: 15 hours per week (can vary depending on responsibilities) in the State Street office in Santa Barbara. The Development Assistant is responsible for supporting the Development Director in the administrative duties associated with all fundraising efforts toward the mission of the organization. Duties may include data entry, record keeping, completing small grants and grant reports, and donor stewardship. Candidate possesses knowledge of computer software necessary to complete tasks. This job has no supervisory responsibilities.

EMPLOYMENT STANDARDS:

- High school diploma or equivalent and two (2) years administrative experience in various office functions including typing, filing, answering telephones and completing paperwork.
- Ability to operate word processing equipment and computer terminal to enter and access files and records.
- Ability to maintain detailed clerical records and prepare reports.
- Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to donors, board members, and other employees of the organization.
- Excellent interpersonal communication skills for effective contact with families, agencies, staff and others by telephone or in person.
- Bilingual skills (English/Spanish) desirable.
- Must be able to clear the Department of Justice fingerprint process.
- Obtain required vaccinations.

RESPONSIBILITIES:

- Provide administrative support to the Development Director.

- Oversee and update constituency management databases and donor files.
- Generate appropriate distribution lists and reports for development analysis or major donor meetings and mailings.
- Establish and maintain systems in DonorPerfect software.
- Ensure the timely processing of thank-you letters and appropriate donor correspondence.
- Support the Development Director in maintaining good relations with other nonprofits and businesses whose missions also achieve goals of equity, inclusion, access, and education in support of the families we serve.
- Support Development Department in fundraising events and community outreach in conjunction with event committees and/or other SCC staff.
- Support and coordinate direct appeal mail solicitations.
- Support in the execution of marketing plan; including monitoring social media, adding website updates, and gathering information for monthly newsletters.
- Provide support to the Development Director, Board members, and volunteers in Annual Fund, Planned Giving and all campaign fundraising efforts.
- Work with the Development Director to gather and prepare materials, merchandise or program information packets for special events
- Assist with fundraising events.

Grant Writing

- Engage and collaborate with the Development Team - including the Executive Director in grant writing and grant reports.
- Maintain and update the grant calendar as needed to keep the team aware of deadlines.
- Maintain consistent communication with the program manager, site supervisor, the enrollment specialist, and administrators for the purpose of gathering data for grant reporting.
- Maintain familiarity and adherence to Storyteller policies, CSPP requirements (Title 5), Head Start requirements, CAC requirements, and CCL requirements (Title 22).

General Duties

- Communicate in a professional and timely manner (1 business day). Records are kept current and reviewed weekly.
- Maintain positive relationships with outside organizations.
- Stay current and educated within the requirements of the position at Storyteller. Respond to emails in a timely manner (1 business day).
- Perform comparable related duties as required.

Operations

- Attend staff meetings, relevant staff training, and monthly reflective practice.
- Donorperfect Database data entry, data maintenance and list pulls for reporting and appeals.

DESIRED SKILLS:

- Bilingual English and Spanish
- Proficient Email and Telephone Communication
- Microsoft Office, Google Drive, Donor Perfect, Facebook, Instagram, and Linked In

- Basic graphics editing
- Ability to carry 40 lbs. up stairs
- CA Driver's License

Compensation:
\$19-\$23 DOE