

# FUND FOR SANTA BARBARA

*A community foundation celebrating 39 years of "Change, Not Charity"*

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120 East Jones Street, Suite 110, Santa Maria CA 93110 / Phone: (805) 922-1707

## **Job Announcement: Development Associate**

The FUND FOR SANTA BARBARA is a nonprofit community foundation advancing progressive social change by strengthening movements for social, political, economic & environmental justice in Santa Barbara County. Founded in 1980, the FUND FOR SANTA BARBARA has been at the leading edge of progressive philanthropy on California's Central Coast for nearly 40 years, serving as a grant-maker, technical assistance provider, convener, resource center and model to other foundations. Since its founding, The FUND FOR SANTA BARBARA has awarded over \$6 million in grants to more than 1,000 projects.

### **Qualifications:**

*The Fund for Santa Barbara is seeking a dynamic individual to join our staff and provide strong development support to the Executive Director and coordination of development related events. This individual will have the following qualities:*

- A strong commitment to the mission and philosophy of the Fund for Santa Barbara
- Exceptional organizational and communication skills
- Previous development / fundraising experience in the nonprofit sector
- Detailed administrative experience in a complex, fast-paced office environment
- Ability to manage multiple deadlines and thrive in a highly social environment
- Strong project management and prioritization skills and the ability to set and achieve realistic goals
- Strong interpersonal skills and proven ability to effectively engage with donors
- Experience recruiting, supervising and working with volunteers and diverse populations
- Ability to work both independently and collaboratively with others
- Detailed knowledge of and demonstrated proficiency in the use of office suite software, such as: Microsoft Word, Excel, PowerPoint.
- Strong computing skills in utilizing one or more database programs, and social media tools
- Desire to learn new systems and technology and incorporate them into the Fund's operations in both our Santa Barbara and Santa Maria offices
- Valid driver's license, car insurance, a reliable car, and mobile phone

### **JOB DUTIES:**

#### **Donor Development: (55%)**

1. Provide support to Executive Director in donor development and cultivation activities, including supporting meetings of the Board and Fund Development & Communications Committee
2. Collaborate with the Communications Manager and Operations Assistant to maintain integrity of database, including maintenance and development of a comprehensive donor/donation tracking system
3. Track all donations in donor database and generate acknowledgement letters for all contributions
4. Support fundraising efforts through production of reports and donor communications/outreach packets
5. Conduct prospect research and analysis as well as cultivate best practices for an organization-wide fundraising culture
6. Coordination of annual direct mail solicitations, including preparation of mailing lists, mail merge, and signing of letters, as well as assisting Executive Director in drafting solicitation letters.

7. Prepare quantitative reports on all fundraising campaigns in support of the Executive Director and the Fund Development Committee

**Event Coordination (35%):**

1. With guidance from the Executive Director and the Senior Management Team, play a lead role in coordinating all fundraising-related activities for Bread & Roses Community Dinner & Auction, including: administrative support for sponsorship solicitation (individual, corporate, in-kind), coordination of mailings, securing and supporting food and beverage donors, preparing event door lists, coordinating with event vendors, etc.
2. Provide administrative and logistical support to the Bread & Roses Steering Committee, take meeting minutes and track action items
3. Support solicitation and tracking of all Bread & Roses sponsors, donors, ticket purchasers and in-kind donors.
4. With guidance from the Executive Director, coordinate all donor engagement activities, including annual donor appreciation party, periodic house parties, and awards celebrations.

**Financial Record Keeping (10%):**

1. Perform a portion of financial record keeping tasks, in conjunction with the Fund's Accountant, including credit card processing, deposit documentation in accordance with the Fund's financial policies.
2. Provide administrative support to annual financial audit and reviews, specifically maintaining fundraising financial files and related records.

**OTHER RELATED DUTIES AS ASSIGNED**

**Job Status:** Hourly, non-exempt, benefits-eligible position, full time, reports to the Director of Capacity Building.

**Compensation:** A compensation package will be offered, based on experience and qualifications. Benefits package includes: full health insurance coverage including dental & vision, generous personal time off (PTO) and holidays, and eligibility for a SIMPLE retirement plan pre-tax pay-in option, with up to a 3% employer match.

**Location & Timeline:** Will work primarily from the Fund for Santa Barbara South County office, but may be required to travel between North and South County offices on occasion.

**Desired Start Date:** October 1<sup>st</sup>, 2019 negotiable.

**How to Apply:** Please email a cover letter, resume, and references to: Gary Clark, Director of Capacity Building at: [gclark@fundforsantabarbara.org](mailto:gclark@fundforsantabarbara.org).

*Position is open until filled.*