

San Francisco Child Abuse Prevention Center (SFCAPC) POSITION SPECIFICATION

Position Title: Development Associate
Department: Development
Reports to: Director of Development

ABOUT THE ORGANIZATION

The San Francisco Child Abuse Prevention Center (SFCAPC) is a non-profit organization seeking to prevent child abuse and neglect and to promote healthy families. For more than thirty-five years, the programs that make up the SFCAPC have helped parents in their efforts to better care for their children; to provide direct services to children to help them deal with the effects of abuse and to cope with difficult family situations; and to provide public education and training on child abuse issues. SFCAPC has five practice areas: Advocacy & Education, 24/7 Parental Stress Phone Line, Family Support, On-site and Respite Child Care, and Intern Counseling and Training.

The organization's annual budget is more than \$2.9 million, with a reserve of approximately \$900,000. Major income sources include government grants (~50%), corporate and foundation grants (~25%), and individual donations from annual appeals, events, and other asks (~25%). The organization recently purchased its building, an historic firehouse in the Haight neighborhood near Golden Gate Park. The organization is supported by approximately 55 staff, interns, and consultants and more than 80 volunteers.

More information is available at: www.sfcapc.org

OVERALL SUMMARY

This full-time non-exempt position is responsible for supporting the Development Director in fundraising efforts for the San Francisco Child Abuse Center (Center). This includes maintaining and managing the donor database (FundEZ), correspondence with donors and potential donors, assisting with the Center newsletter, generating reports and other fund development collateral and event.

ESSENTIAL FUNCTIONS

- Work with the Development Director, Executive Director and board members regarding fundraising activities, meetings and reports.
- Participate in fundraising planning meetings, staff meetings and events.
- Work with Development Director to plan, organize, and implement strategies for campaigns and events.
- Support the ongoing identification, tracking and/or cultivation of new and established donors through phone contact, mailings, and invitations to events.
- Help write, edit, design, layout, and produce print collateral pieces related to fund development, including a newsletter.
- Maintain calendar of all Development Department activities and help ensure that deadlines are met.
- Record all donations and send acknowledgements in a timely and accurate manner.
- Ensure proper donor recognition and provide accurate donor lists for publications, etc.
- Prepare timely statistical reports on donor status, including solicitations and renewals.
- Prepare weekly department goals' list in collaboration with Development Director.
- Manage and track production and distribution of donor solicitation packets and collateral.
- Reconcile donor database with financial officer regularly.
- Perform monthly reconciliation duties with outside accountants.
- Research and maintain files on prospective foundation and corporate grantors.

- Consult with foundation and corporation program officers on grant guidelines and application procedures.
- Assist with funding proposals, letters of intent, and grant compliance reports; assist with developing accurate project budgets.
- Review and edit funding application documents and assemble all required attachments for submission.
- Maintain well organized electronic and hard copy files for foundation, government, individual, and corporate donors.
- Assist in liaising with Board of Directors, update Board information and assist in communications.
- Coordinate planning and site coordination for donor-related events.
- Consult on event details, including technical issues; create design and layout for solicitation documents and printed event materials; coordinate event volunteers; manage event guest lists and in-house events.
- Review website regularly for currency of content and effectiveness of site as a fund development source and assist Office Manager with updates.
- Undertake other duties as assigned.

ESSENTIAL REQUIREMENTS & QUALIFICATIONS

- Bachelor's degree or equivalent experience.
- Basic understanding of fundraising principles and proven basic fundraising skills specific to supporting individual, foundation, corporate, individual and major donor cultivation.
- Two years nonprofit fundraising experience.
- Solid writing and editing skills.
- Database experience including relational donor databases such as FundEZ including queries and reports.
- Experience managing spreadsheets and maintaining electronic files.
- Excellent organizational skills; ability to meet strict deadlines and to carry out complex and technical assignments with careful attention to detail.
- Advanced knowledge of MSWord, Access and Excel.
- Knowledge of DreamWeaver preferred.

POSITION SPECIFICATIONS

- Full time, non-exempt position.
- Travel requirements: attendance at off-site trainings in SF.
- Physical Requirements: ability to perform routine office duties involving repetitive work at the keyboard. Ability to lift up to 30 lbs.

Competitive salary commensurate with experience. This position offers medical, dental, and vision as well as a 403(b) plan. SFCAPC does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.

HOW TO APPLY

Please send a cover letter and resume to admin@sfcapc.org. Resumes are only accepted by email.