Position: Development Associate

Classification: Non-Exempt, Full-Time

Work Schedule: 40 hours per week, Monday through Friday 8:30 AM to 5:00 PM that on occasion will require some evening weekends, and/or holiday hours.

Worksite: On-site at La Casa de las Madres’ administrative office located at: 1269 Howard Street, San Francisco CA 94103. Adherence to COVID-19 preventative policies including but not limited to daily symptom self-screen and regular COVID-19 diagnostic testing will apply.

Agency: La Casa de las Madres (La Casa) is a nonprofit provider of service for victims and their children. Founded in 1976, La Casa is San Francisco’s oldest domestic violence program, providing comprehensive supportive services through an Emergency Shelter, 2-24 hour hotlines, non-residential Community Programs, and Community Education and Outreach Programs reaching 20,000 community members annually.

Position Summary: Drives interest in and engagement with La Casa’s mission, the Development Associate is a key member of La Casa’s fundraising team. Spearheads implementation of a wide array of fund development activities including donor database management, electronic and direct mail solicitations, special events, donor stewardship communications, and web/social media projects. Under the direct supervision of the Director of Community Partnerships and Philanthropy the Development Associate works collaboratively with the development team and across departments to identify, secure and grow individual and institutional donor relationships.

Responsibilities:

- Implement a strategic calendar of fundraising appeals and donor stewardship communications including a bi-annual newsletter, in-kind and monetary campaigns.
- Support and produce successful active and passive fundraising events, in collaboration with the director of community partnerships and philanthropy, like the annual redHOT party, one-time cultivation events, workplace campaigns, and third-party fundraisers.
- Coordinate and support institutional advancement strategies through volunteer cultivation and engagement, prospect identification and research, and briefings and preliminary proposal drafting as requested.
- Manage and maintain effective donor relationships and records, including confidential donor database, communication, and filing systems spanning receipt, entry and acknowledgement of all monetary and in-kind donations.
- Develop content and implement strategies across La Casa’s email and social media platforms, in collaboration with the Outreach Department, to cultivate contributions and grow engagement.
- Build donor relationships through presentations about domestic violence and La Casa’s services to corporations, community groups, and business associations.
- Assist the Director of Community Partnerships and Philanthropy in planning, implementing and evaluating annual fund development plan.
- Build and maintain effective working relationships with all program and support staff.
- Support accurate service data collection in compliance with grant reporting requirements.
- Special Projects and other duties as assigned.

Minimum Qualifications:

- Bachelor’s degree preferred – not required, with 2 to 4 years demonstrated and verifiable successful experience in nonprofit fundraising and donor/prospect development.
- Direct experience planning and executing events and meetings.
- Excellent organization and time management skills.
• Strong interpersonal skills and the proven ability to work independently and collaboratively.
• Excellent communication skills and the ability to compose and articulate a clear, compelling case for support verbally and in writing.
• Ability to work with and within diverse groups of people.
• Demonstrated knowledge of Microsoft Office (Word, Excel, PowerPoint) and fundraising or database software applications.
• Completion of The Fundraising School's introductory course or similar training strongly preferred
• Understanding and sensitivity to issues of domestic violence, commitment to and ability to communicate the goals and philosophy of La Casa required.
• Ability to manage multiple projects simultaneously, in a fast-paced setting with shifting priorities and constant deadlines.
• Ability to meet physical requirements of the job including carrying, lifting, pulling and pushing 50+ lbs., and walking up and down stairs.
• Clearance through fingerprinting may be required; La Casa de las Madres will consider applicants, including those with criminal histories, in a manner consistent with San Francisco’s Fair Chance Ordinance.
• Valid California Driver’s License, clean driving record & insurable under agency policy. We will consider a non-driver with a valid California Identification Card.

**Required Competencies:** To perform the job successfully, an individual should demonstrate the following competencies in executing the essential functions of this position:

- Problem solving – identify and resolve problems in a timely manner by gathering and analyzing information skillfully.
- Interpersonal skills – maintain confidentiality, remain open to others’ ideas and exhibit a willingness to try new approaches.
- Managing Up - Ability to exercise good judgment and manage communications with supervisor and/or agency leadership.
- Oral communications – speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and ability to conduct meetings.
- Written communications – edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- Planning/organizing – prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Quality control – demonstrates accuracy and thoroughness and monitors quality of own work.
- Adaptability – adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability – consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Safety and security – actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

**Other Information:** The Development Assistant position is non-exempt and full-time (40 hours per week) Monday through Friday 8:30 AM to 5:00 PM that on occasion requires the flexibility to work evening, weekend and/or holiday hours.

**Compensation:** $58,000-$63,000 per year-DOE, commensurate with the successful candidate’s experience.

**Excellent benefit package includes:** Option between two Kaiser health plans, vision, dental, life insurance, long term disability, employee assistance program, tuition reimbursement, health savings account, employee funded 403(b) retirement plan with employer match option, 12 paid holidays, 2 additional paid days off for employee’s birthday and work anniversary, and generous vacation plan.

**To Apply:** Send resume with cover letter in PDF format to: hr@lacasa.org or send to: La Casa de las Madres – DAA, 1269 Howard Street, San Francisco, CA 94103, Fax: (415) 503-0301.

La Casa de las Madres is an Equal Opportunity Employer - EEO Policy available upon request  Rev. 4/2021