



Job Description
Stand Up Placer, Inc.
Development Associate

Position: Development Associate
Reports To: Project Manager
Location: Stand Up Placer Administrative Offices
Hours: Full-time, Non-exempt position

Position Summary:

The Development Associate assists the Project Manager and Development Manager in executing Stand Up Placer's fund development strategy and achievement of annual revenue goals. The Development Associate assists with grant writing and reporting, appeals, marketing/communication, and handles special event logistics. This position works closely with the Project Manager and Development Manager to enhance and support the development department and overall mission of the organization.

ESSENTIAL RESPONSIBILITIES:

Grant Coordination-50%

- Research and write foundation and corporate grant opportunities to enhance general operating and program funding under the supervision of the Project Manager
- Assist Project Manager with government and foundation grant reporting and maintaining grant compliance
- Develop relationships with local grant funders
- Prepare grant forms as part of grants team
- Maintain paper and electronic grant records, ensuring that all required records are filed correctly in both formats
- Conduct file audits to assure recordkeeping compliance
- Serve as backup for database reporting function
- Engage in training as appropriate to grow grant writing and coordination skillset

Event Coordination

- Coordinate all event logistics including auctions, facilities, permits, etc. from planning through post-event closure
- In concert with the Volunteer Coordinator and Development Manager, recruits, motivates, and trains event volunteers

- Supports Development Manager in event sponsorship process including identifying prospects and coordinating requests
- Assist with securing and attending potential third-party fundraising events

Public and Community Relations

- Assist Development Manager with implementation of agency social media strategy
- Assist with development and production of agency and media relations materials (digital and print)
- Coordinates production of e-newsletters
- Assists with content creation and updating the agency website

Donor Relations

- Maintain and update donor database
- Assist in donor stewardship activities
- Assist with development and mailing of direct appeals
- Assist Development Manager with peer-to-peer fundraisers

Other Responsibilities

- Attend and participate in staff and other agency meetings and committees as needed
- Other duties as assigned to accomplish department and organizational goals

Qualifications

- 1-3 years of professional experience in communications, marketing, or development.
- BA/BS degree with emphasis or concentration in communications, public relations, English, or a related field preferred.
- Excellent written and oral communication skills required.
- High level of proficiency in Microsoft Office Suite, proficiency in Adobe suite, donor database and Salesforce or other CRM knowledge desirable.
- Ability to organize time effectively and work on a variety of projects.
- Knowledge of the Placer County donor community desirable.
- Schedule will occasionally require nights and weekends
- Complete Stand Up Placer's Crisis Intervention Training program (post-hiring requirement);
- Valid California Driver's license and reliable transportation, including vehicle insurance.

Compensation and Benefits

Compensation commensurate with experience. Benefits include health insurance with Flexible Spending Account, 401k, paid vacation, sick time, and holidays.

To Apply

Applications will be accepted until this position is filled. Qualified applicants should send resume, cover letter and professional references to Careers@StandUpPlacer.org with Development Associate in the subject line. Please indicate how you heard about this position.

About Stand Up Placer

Stand Up Placer provides comprehensive services to Placer County survivors of domestic violence, sexual assault, and human trafficking and their non-offending family members. Empowering survivors to build the lives of strength and self-sufficiency they desire.

Acknowledgement

I have read the contents of this job description and understand this document is not a contract for employment. Further, I understand that if hired, my employment with STAND UP PLACER (Agency) is at-will, and that I or the agency may terminate my employment at any time with or without cause or notice.

Employee Signature

Date

Supervisor's Signature

Date