



Development Associate

Description

St. Mary's Center is a community of hope, justice, and healing that serves at-risk seniors and preschoolers in the heart of Oakland. We strive to improve quality of life through counseling, shelter, nutrition, advocacy and social support. SMC is a member of All Together in Dignity: Fourth World Movement, a global movement to overcome poverty. Staff has travelled to the United Nations to present research. UCSF chose SMC to be the site of important research on the health impacts of homelessness. SMC received the San Francisco Foundation's Oakland Opportunity Award for \$2 million, dedicated for construction of new housing opportunities in a community development strategy. We are proud of an excellent staff team delivering high-quality services to people in great need. Charity Navigator has given SMC a 4- star rating for fiscal management and integrity for six consecutive years.

For more information, visit our website at www.stmaryscenter.org.

POSITION SUMMARY

St. Mary's Center Development Associate works in a two-person development team to raise funds to support operations and special projects. The Development Associate organizes special events, including the Spring Gala; coordinates social media and our website; writes grants and manages the grants calendar; and oversees the donor database, including extracting reports, mailing lists and acknowledgement letters regularly. Depending on skills and interests, they may help support internal IT. A proactive position, this individual reports to the Director of Development and may work closely with the Executive Director, board members, and administrative/finance/program team members to accomplish goals. In 2019, this staff member will take the lead in migrating existing systems to state-of-the-art, integrated systems bridging development, communications and advocacy.

PRIMARY AREAS OF RESPONSIBILITY

Donor Database (35%)

- Responsible for oversight of donor database. Oversee/implement "contact detail" input. Assure that an accurate donor database is kept.
- Works with the Director of Development to design and implement donor recognition strategy and/or event to steward donors.
- Develop accurate status reports on campaigns and gifts.
- Generates all donor reports as requested.
- Generates mailing lists for newsletters and annual reports and facilitates mailings.
- Enters new contacts into database and works closely with the Director of Development to develop a follow-up process with new contacts and donor prospects.
- Prepares accurate donor lists for the annual organizational review.

Fundraising Events (25%)

- Coordinate all aspects of Spring Gala including committee meetings, development of the gala budget, invitations, program, decorations, etc.; serve as liaison with venue and vendors; manage ticket and table sales and table assignments; and perform other duties that emerge.
- Coordinate donor and prospect cultivation events, including invitations, programs, budget, and liaison with vendors.
- Manage invitation lists of all development events, enters all new names into donor database.
- Secure corporate underwriting and organizational alliances for gala and cultivation events; develop and maintains relationship with businesses, corporations, and other nonprofits

Website, social media, communications and media (20%)

- Under direction of Director of Development, create social media and web content consistent with St. Mary's Center messaging and supportive of fundraising, advocacy and community development goals
- In collaboration with senior management team, implement communications strategies to secure media coverage for St. Mary's Center, its leadership and program participants while protecting respect and confidentiality
- Ensure consistency of messaging across platforms
- Perform regular website updates of Board and Staff rosters, reports, and other content using WordPress

Writing and Grants (20%)

- Working with the Development Director, write stories for the annual report and print/online newsletters
- Responsible for writing grant applications as requested.
- Coordinate the Grants Calendar, maintaining an up-to-date roster of grants, reports, proposals and prospects

QUALIFICATIONS

- Two years' experience in fundraising or managing special events
- A proactive team player with a commitment to social justice.
- Computer proficiency: Microsoft Office Suite, intermediate to advanced; Exceed Premier; Greater Giving or other database software; Bulk email and social media integration
- Excellent writing, editing, proofreading, analytical and verbal communication skills.
- Ability to drive projects through to completion and meet deadlines.
- Exceptional attention to detail, accuracy and confidentiality dealing with donor information.
- Creative and self-motivated with an ability to think outside the box.

GENERAL STAFF ROLES:

Along with all employees, the Development Associate is expected to:

- Foster an environment that promotes trust and cooperation among leadership and staff.
- Apply policies and procedures to ensure that the principles of St. Mary's Center are implemented.
- Maintain confidentiality in accordance with federal, state, and local regulations and in accordance with professional codes of conduct.
- Be accountable for participation in decision making processes and understanding the outcomes.
- Understand the mission, values, and principles of St. Mary's Center and applies them in work responsibilities.
- Occasional participation in evening and weekend events is expected.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In general, while performing the duties of this job, the employee is expected to stand; walk; sit; reach with hands and arms; and talk or hear.

- Must be able to clearly communicate with others to understand them and to be understood.
- Must be able to read and compose documents so that their intent is easily understood.
- Must be able to make public presentations, speaking to groups of 10-500 individuals.
- Must be able to remain in stationary position 50%
- Must be able to occasionally lift and/or move up to 20 pounds.
- Must be able to effectively use a computer and telephone to conduct business.
- Must be able to operate office equipment: telephones, copy, scanner and fax machines.
- Must be able to communicate over a telephone, and take notes.
- Must be able to attend in-person or web-based meetings, sitting, listening, taking notes.
- Must be able to prepare documents, research data on websites, and work on computer (with mouse or track-pad), operations up to 7 hours per day.

St. Mary's Center is an Equal Employment Opportunity Employer.

St. Mary's Center is an equal opportunity employer and is committed to an active Equal Employment Opportunity Program (EEOP). It is the stated policy of St. Mary's Center that all employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age (over 40), sex, marital status, medical condition (cancer related) or physical handicap (includes all other medical condition).

COMPENSATION:

Salary range is \$44,000 - \$48,000, commensurate with experience. We provide a benefits package, including medical, dental, 401k after first year, 12 holidays plus birthday, paid vacation and sick time.

To apply: Send a cover letter and resume plus fundraising writing sample to hr@stmaryscenter.org. First review will take place on or before January 15 with a desired start date early in the first quarter.