



Development Information and Grants Administrator, Part Time.

We are currently seeking a part time, 20 hours per week Administrator to support Development and Marketing work by tracking tasks and deadlines related to the grant writing / proposal calendars for federal, state, and local grants, ensuring the quality and integrity of information in STAND!'s donor database, and providing skilled administrative support to the Development function including donor correspondence, and assistance at agency events.

The Administrator's primary responsibilities include:

Database (70%):

1. Maintain an accurate and effective donor information platform.
2. Input gift, financial, and biographical information to the database daily, ensuring integrity of the data, including input and output of all relevant donor information, technology management, and end-user training and support.
3. Process daily donations and prepare acknowledgement letters and other correspondence.
4. Provide support to CEO and Development staff by assisting with creation of reports, mailing lists, and donor lists.
5. Work in partnership with Finance staff to pull queries, develop reports and reconcile the database to existing financial systems.
6. Assist with the purchase, inventory, and distribution of agency materials/brochures to staff and community.
7. Maintain accurate and up-to-date foundation, corporation, and individual donor files.
8. Coordinate the work of development volunteers as needed.

Marketing, Development, and Communication duties (30%):

1. Track grant reporting compliance (required documents); provide administrative support to the process including maintaining a calendar with proposal and reporting deadlines.
2. Provide excellent customer service to donors, volunteers, and others to nurture their connection to the organization.
3. Prepare donor acknowledgement letters and other correspondence.
4. Assist and participate in special events.
5. Arrange for delivery/pick up of donated items.

Required Qualifications

The Associate will have a Bachelors' degree or equivalent experience in the field of nonprofit administration or development and marketing, plus demonstrated competency managing a donor database. They will be detail-oriented, with strong relationship building skills, and the ability to work within a fast-paced environment.

Other required qualifications:

- Excellent analytical and problem-solving skills; proficient troubleshooting skills.
- Strong customer service orientation.
- Able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and manage multiple priorities to ensure goals are met in a timely manner.
- Ability to maintain donor information confidentiality.
- Willing to work some evenings and weekends, when needed.
- Commitment to the mission of STAND!

Employment with STAND! is contingent upon clear fingerprint and criminal history record, and successful completion of U.S. Department of Justice Form I-9. Continued employment is contingent upon successful completion of the agency's mission-

related required training.

We consider the following as basic requirements for employment with us:

- Ability to work with people from diverse backgrounds.
- Reliable vehicle, valid California driver's license held for 3+ years, clean driving record, and proof of insurance (MVR will be run prior to hire and periodically thereafter)
- Commitment to maintain shelter-site confidentiality.

Experience with Raiser's Edge donor database is preferred.

We offer:

- A learning environment
- Hourly rate between \$27 and \$29 DOE/DOQ
- Access to our ancillary benefits package consisting of dental, vision, life and AD&D insurance, acupuncture and chiropractic insurance, 403(B) plan (matched after one year's service); and to earn vacation, sick leave and holiday pay pro rata.

To apply:

Apply by emailing a cover letter, resume and the names of three supervisory references to: resume@standffov.org. **Please put "Development Info and Grants Administrator" in the subject line of your email.**

STAND! For Families Free of Violence is an Equal Opportunity Employer committed to staff diversity. We welcome applications from qualified people of all backgrounds.

Posted: 03/22/2024

STAND! FOR FAMILIES FREE OF VIOLENCE IS AN EQUAL OPPORTUNITY / AFFIRMATIVE EMPLOYER COMMITTED TO STAFF DIVERSITY