



Our mission is to eliminate health disparities and foster community well-being by providing and promoting the highest quality care in South Los Angeles

**POSITION DESCRIPTION**

<b>POSITION TITLE</b> Development Associate	<b>STATUS</b> Non-Union	<b>EXEMPT STATUS</b> Exempt	<b>PAY RATE</b> DOE
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<b>DEPT/LOCATION</b> Corporate	<b>SUPERVISOR'S TITLE</b> Associate Director of Institutional Giving
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**POSITION SUMMARY**

The Development Associate works closely with the Development Team (Chief Operating Officer, Associate Director of Institutional Giving, and Development Consultants) to plan and implement overall fundraising strategy for foundation and corporate giving. The Development Associate is responsible for development department support and administrative duties. The Development Associate writes grant proposals and reports, researches grant opportunities, assists with assembling grant proposals, manages schedules and appointments, and coordinates meeting materials as needed. The Development Associate handles correspondence, maintains files, and serves as a liaison to the executive office and board members. The Development Associate will support activities such as special events, community relation activities, and the annual report. The Development Associate engages in details of a confidential and critical nature and conducts themselves with the highest degree of dignity, professionalism, and interpersonal effectiveness while exercising sound judgment.

Note: The information in this position description indicates the general nature and level of work performed by employees within this classification. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required of employees assigned to this job. Revise 04/02013.

**REQUIRED SKILLS AND QUALIFICATIONS**

*Education:*

- BA/BS degree required
- Masters Degree preferred
- Experience in the health care field preferred
- Experience writing grant proposals and funding reports preferred but not required

*Skills and Experience:*

- Exemplary verbal and written communication skills
- Exemplary interpersonal skills, with the ability to represent the organization with professionalism and integrity and to develop, maintain, and promote strong internal and external relationships
- Ability to maintain confidentiality of sensitive information
- Strong attention to detail, ensuring that all communications, deliverables, and projects are accurate, professional, and audience-appropriate
- Ability to adapt to a fast-paced environment and work responsively under pressure to meet deadlines

- Having a great attitude and being a team player.
- Ability to learn quickly, to respond/react quickly to changing priorities and to be dedicated to completion of required tasks
- Excellent problem solving skills
- Ability to prioritize workload/multiple requests based on own judgment of importance/need to the department
- High level proficiency with Microsoft Office Suite (specifically MS Word, Outlook, PowerPoint, and Excel), G-Suite, and Adobe

## **Duties and Responsibilities:**

### **Institutional Giving**

- Write letters of intent (LOI), grant proposals, applications, and reports
- Work with various departments across agency to gather grant supporting documents
- Prepare grant packages for submission to funders
- Work closely with the Development Team to align grant proposals with needed areas/projects and write grant reports with results data generated by St. John's program staff
- Research funding sources to identify potential private and public funding sources. Acquire necessary funding guidelines and strategize optimal fit between funder interests and agency programs and goals, examining foundation 990's and websites as needed
- Cultivate prospective and on-going foundation and corporate funding sources in coordination with Development Team and Board efforts
- Establish and maintain regular communication with foundation and corporate funders via Internet, mailings, phone contact, and meetings, as appropriate. Attend bidders conferences and institutional donor meetings as appropriate.
- Apply the organization's overall and program budgets to develop budgets for specific funders
- Assist with preparations for foundation site visits
- Manage grant database
- Review grant contracts for relevant reporting and payment details, share notice of award and grant details with project leads and Finance department, and facilitate internal grant kickoff meetings
- Maintain development department calendar of grant and report deadlines

### **Administrative Support**

- Manage complex calendars, including internal meetings with executives, and external meetings with executives at partnering agencies, County, State, and Federal agencies.
- Register Development staff for conferences and make travel arrangements including transportation, airfare and lodging.
- Provide day to day administrative and project support and manage special projects as assigned
- Interact with senior executives from different agencies including: federal, state, county, legal counsel, and foundations with a high degree of professionalism

- Take minutes at development meetings
- Process credit card expense reports for credits issued to Development Department staff and produce purchase order requests for expenses
- Efficiently manage contracts/agreements that require authorized signature, file, scan document and distribute contract to appropriate departments
- Assist with preparation of development materials including brochures, newsletters and other promotional items, including website content and miscellaneous donor correspondence, to provide consistent messaging
- Timely updates to contracts, databases and file documents
- Routinely handle internal and external inquiries by screening calls, answering questions, and redirecting to appropriate personnel
- Compose and type routine correspondence
- Organize and maintain file system, and file correspondence and other records
- Order and maintain supplies, and arrange for equipment maintenance
- Coordinate domestic and international travel arrangements for Development staff as well as advisors, consultants and other team members as necessary
- Assist with federal, county and foundation audits as requested
- Assist with special projects delegated to the Development Department

### ***MISSION STATEMENT***

Our mission is to eliminate health disparities and foster community well-being by providing and promoting the highest quality care in South Los Angeles.

### ***VISION STATEMENT***

The vision of St. John's is to deliver high-quality primary and preventive medical, dental, and mental health services that go beyond the borders of tradition to uninsured, underserved, and economically - disadvantaged persons in Los Angeles. We are devoted to instilling the value of well-being to our communities, resulting in self-advocacy, self-esteem, and self-sustenance through innovative and developmental programs and collaborative endeavors.

### ***COMPANY VALUES***

#### **Dignity**

We honor and respect every person we encounter as a valued member of the human family whose gifts and rights are to be protected.

#### **Excellence**

We support and champion individual and organizational growth, accountability, creativity, teamwork, and commitment to quality, and the best standard of care.

#### **Well-Being**

We promote and advocate for the full integration of our patient's physical and mental health with their needs as an active member of a vibrant and just community.

#### **Social Justice**

We collaborate with others to develop systems, organizations, and programs that address the needs of and empower all members of our community with a preference for the most vulnerable and disadvantaged.

### **Commitment to Process Improvement**

- Employees will make a commitment to the change process and embrace new systems and technology designed to enhance employee skills and improve patient care.
- Employees will actively engage in designing, implementing and optimizing new systems for efficient operating.
- Employees will be dedicated to a patient-centered medical home model fostering excellence in customer service and patient care.
- Employees will provide cross functional support to other employees which means you will be responsible for “other duties as assigned” to pick up the work load and rebalance the work load for continued efficiency in patient care.

### **Essential Job Functions include the following:**

Physical Demands: The physical demands described here are representative of those that be met by an employee to successfully perform the essential functions of this job and include the ability to type and operate a personal computer with various software programs, effectively operate standard office equipment, bend, stoop, crouch, kneel, twist, balance, and work at a desk, lift and carry up to 25 pounds, and communicate (written and oral) in a clear and professional manner.

Mental/Cognitive Demands: Establish and maintain effective work relationships with co-workers and patients, maintain regular attendance, understand and carry out a variety of oral and written instructions, have knowledge of proper English usage, grammar, punctuation, spelling, and vocabulary, have the ability to learn office principles, practices, and methods, understand filing systems, including numerical, alphabetical, and chronological, learn a variety of procedures, policies, and services of the assigned work unit or program, perform assigned duties with efficiency and accuracy and maintain confidentiality.