

Job Announcement



Position Title: Development Associate

Department: Administration

Supervises: None

FLSA: Exempt

Salary Grade: 13

Reports To: Development Director

Effective Date: 09/16

Written by: Human Resources Department

Approved by: CEO

Mission Statement: It is our mission to improve the quality of life for the diverse communities of South Los Angeles and Southeast Los Angeles County by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment. We aim to lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient and culturally responsive services.

General Summary:

Assists with the implementation fundraising goals by identifying, soliciting, and securing funding from public and private sectors that match the goals and objectives SCFHC programs

Essential Duties: (*Essential Functions)

- Responsible for all aspects of SCFHC grants database including accurate input, updating of information and generating necessary reports for the Development, Finance and Operations Departments.
- Maintains all development files including gift records and donor acknowledgements.
- Assist with all administrative aspects of the Development Department, including but not limited to, meeting coordination, minutes, data entry, correspondence, mailings and assist with the production of printed materials.
- Provides proofreading support for all materials produced by the department.
- Collaborate with other members of the department to create content for agency communications, including social media, website, blog, print and e-newsletter, Annual Report and donor stewardship communications.
- Maintains all administrative aspects of grant funding applications, including collection of support materials, preparation of packets for submission, grant files and track reporting requirements.
- Handles all department mailings including annual sustaining fund, newsletters, donor stewardship and event invitations.
- Assists with preparation and implementation of agency events as needed.
- Seeks out and willingly accepts additional duties and responsibilities.
- Represents SCFHC in a positive, professional, responsible manner to staff, providers, case managers, and team members

Education and Knowledge

- Bachelor Degree in Marketing, Public Relations, Nonprofit Management/Fundraising or related discipline and/or equivalent work experience.
- Certification with AGWA (American Grant Writer's Association), optional , but a plus
- Advanced personal computer skills, including Microsoft Office and database programs, with a preference for Salesforce, are preferred.
- Proven organizational, planning and time management skills, creativity, flexibility, and the ability to work in a fast paced environment are strongly encouraged.

Experience

- Must have minimum 1- 3 years grant writing experience in nonprofit sector
- Experience working on HRSA grants and EHB portal, a plus

Skills and Abilities

- Must be able to communicate effectively, in English, both verbally and written.
- Must have knowledge of and strong ties in the Los Angeles development community.
- Must be proficient fundraising software
- Must be comfortable developing relationships and working with key stakeholders
- Knowledge of research methods and grant administration.
- Excellent written and verbal skills, advanced knowledge of MS Office applications, and experience using donor database
- Ability to read, analyze, and produce reports
- Excellent organizational skills with particular ability to prioritize work in an environment with multiple and conflicting interests.
- Ability to work independently with minimal supervision
- Ability to handle complex and confidential information with discretion
- Ability to work as a team member
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community

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