

# Job Announcement



**Position Title:** Development Assistant

**Department:** Development

**Supervises:** None

**FLSA:** Non-exempt

**Reports To:** Grant writer/Development Administrator

**Effective Date:** 04/2022

**Written by:** Human Resources Department

**Approved by:**

**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:

The Development Assistant plays a key role in assisting the department with the implementation and support of fundraising goals by identifying, soliciting, and securing funding from public and private sectors. The Development Assistant will assist the organizations efforts to obtain grant funding by the identification and development of viable proposals for external funding of programs that match the goals and objectives SCFHC programs.

## Summary of Essential Duties:

- Grant Procurement- Help meet organizational fundraising goals by assisting with grant procurement activities such as conducting research, compiling relevant analysis, preparing inquiries, and composing and editing effective communication to funding prospects, including proposals
- Assists with all aspects of SCFHC grants database including accurate input, updating of information and be able to generate necessary reports for the Development, Finance and Operations Departments.
- 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.
- Assist with development activities as needed to help shape SCFHC's many diverse programs. Partner with the Program Teams to write and assemble compelling grant applications for government agencies, foundations, and corporations
- Research and Compile Information/reports including statistics and developments within the community needed to support proposals and reports. Identify new and potential local, state and federal government, corporate and private funding opportunities and communicate alignment with SCFHC's mission, values and initiatives, along with budget needs.
- Provide 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.
- Participate in professional functions that are relevant to the position and the agency; present the agency and its clients in a positive manner consistent with the mission.

**Job Specifications:** (*Knowledge, skills, abilities and experience normally required for competent performance*)

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## Education and Knowledge

- Minimum: HS Diploma plus 3 years administrative experience or Associate Degree plus 1 year administrative experience.
- Bachelor's Degree in Public Relations, Nonprofit Management/Fundraising or related discipline and/or equivalent work experience. Preferred.

## Experience

- Must have minimum 3 years of administrative experience or a combination of training, education, and experience that provides the required knowledge and abilities.
- Prior experience working in the nonprofit or governmental sector, a plus
- Familiarity with HRSA grants and EHB portal, a plus

## Required Skills/Knowledge/Abilities

- Excellent written and oral communication skills. Experience presenting information in written graphic and oral formats.
- Develop and maintain effective working relationships with co-workers
- Must be able to communicate effectively, in English, both verbally and written
- Excellent interpersonal, organizational, and project management skills
- Computer knowledge, Microsoft Office products (Word/Excel), communication systems and internet search capabilities
- Ability to build and foster strong relationships with people across many levels and diverse backgrounds
- Must have proven ability to drive team and individual performance to reach or exceed key performance metrics.
- Demonstrated ability to handle highly confidential information.
- Excellent collaboration skills required for community relationship building

## **Licensure and Certifications**

- Current California Driver's License and automobile insurance

## **Financial Responsibility and Authority:**

- None

**Deadline: Open until filled**

**TO APPLY: Send cover letter & resume to Human Resources at [hr@scfhc.org](mailto:hr@scfhc.org) or fax to (323) 432-4877**

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