



Position: Development Specialist

Reports To: Senior Development Manager

Position Summary: The Development Officer ensures the smooth operations of the Advancement Department and works with the team to operationalize the Annual Fund Plan. The position requires excellent communication and time management skills.

Scope Of Work:

Volunteer and Donor Stewardship

- Cultivate donors by engaging them in volunteer activities, such as mock interviews
 - Work with Hope Builders' program staff to develop volunteer opportunities
 - Follow-up with all volunteers to assess their experience and to further engage them in Hope Builders
 - Identify and cultivate new volunteers
 - Track activities in Raiser's Edge Database
- Organize student volunteers to support mailings and event activities
- Work with staff and youth to draft and disseminate Amigo letters; follow up with donors each month to update them on the status of their Amigo
- Assist with research to identify individual and corporate prospects

Grant Writing

- Maintain grants calendar—including due dates--and all grant files
- Research and identify potential foundation donors
- Compile materials for grant proposals
- Draft selected grant proposals, reports and LOIs
- Maintain and update electronic and paper grant files

Events

- Oversee event set up and tear down; assist with registration
- Serve as point of contact with vendors, including securing contracts and managing bills and check requests
- Ensure all deadlines are met as outlined on event work plans
- Maintain proper documentation for sponsor recognition and RSVPs
- Support auction solicitation and organization
- Provide support to event volunteers

Office Support

- Maintain inventory of all collateral materials

- Monitor and order office supplies as needed
- Prepare and send donor mailings, including direct mail letters, thank you letters, invoices and event invitations
- Set up donor meetings as needed
- Assist with data entry for donor database
- Other duties as assigned

Additional Requirements:

Minimum Education Requirements

- BA required
- Excellent organizational skills; meticulous; ability to self-start
- Strong communication skills
- Ability to maintain strict confidentiality and discretion in regards to sensitive donor and client information
- Excellent computer skills including: Raiser's Edge, Microsoft Word, Excel and Outlook. Ability to use the internet a must.

Physical Requirements

- Ability to sit at a desk or computer for extended periods. Ability to lift at least 20 pounds. Ability to go up and down stairs throughout the day.

Mental Requirements

- Ability to work with frequent interruptions and changes in workload priorities, ability to prioritize tasks, ability to maintain confidentiality.

Essential Values-Based, Leadership and Management Competencies

- Understanding of and passion for the Hope Builders' mission and vision
- Exemplifies organizational core values of accountability, integrity and respect
- Demonstrates organizational operating principles of communication and teamwork
- Displays the organization's essential attitudes by approaching projects, activities and other job functions with flexibility and a positive attitude

Compensation & Work Hours

Salary range related to experience. Full medical, dental, and vision benefits. Additional benefits available including 401(k) retirement plan. Full time, non-exempt position at 40 hours a week with some weekend and evening work required.

This job description is not intended to be all-inclusive, and employee will perform other reasonably related job duties as assigned by immediate supervisor or other management as required. It is not intended to be construed as an exhaustive list of all responsibilities.

This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Hope Builders may be terminated at will by the employee or Hope Builders at any time with or without cause and with or without notice.

Please submit your resume and cover letter to

Submit to resumes1@tsjhopebuilders.org or by mail to

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