



## Community Development Assistant

*Child Advocates' mission is to provide stability and hope to children who have experienced abuse and neglect by being a powerful voice in their lives.*

Child Advocates of Silicon Valley matches foster children with Court-Appointed Special Advocates (CASA's) who are trained to provide critical educational and emotional support, ensuring that all of the child's needs are met and their voice is heard while navigating the court dependency system. Child Advocates is a member of the National CASA organization, serving children in foster care ages 0 – 21, in Santa Clara Count.

**Supervisor:** Director of Community Development  
**Status:** Full-Time, non- exempt position. 40 hours per week with occasional evening and weekend work required.  
**Location:** Milpitas, California  
**Salary:** Hourly/Based on Experience  
**Benefits:** Medical, Dental, Vision; pro-rated time off

### POSITION SUMMARY:

As the Community Development Assistant, you will play a critical role in the fund development and marketing efforts of the agency. The Community Development Assistant is responsible for administrative support in the development department, manages the donor database and participates in all fundraising activities, including donor relations, appeals, major gifts and events. A member of a highly collaborative and supportive team, this is an excellent opportunity for professional growth in the field of nonprofit fundraising while making a real difference for some of Silicon Valley's most vulnerable children.

### QUALIFICATIONS:

- Minimum 2 years of experience in administrative, fund development or event management work
- BA/BS Degree or equivalent combination of education and experience
- Exemplary written communication skills
- Demonstrated ability to manage details
- Strong interpersonal communication skills
- Ability to manage multiple projects simultaneously
- Proficiency in Microsoft Office, Constant Contact and the Raiser's Edge Donor Database or similar database management experience
- Ability to be a team player in a fast-paced environment
- Reliable transportation.
- Ability to pass FBI, DOJ, DMV, SSN and CACI background checks.

### RESPONSIBILITIES AND DUTIES:

#### Gift processing & Database Administration

- Process cash and in-kind donations, including entering them into the donor database and generating donor acknowledgement letters
- Perform data-entry and update and correct donor records as necessary
- Process monthly giving enrollments and changes
- Pull donor lists for annual, spring and fall campaigns
- Maintain board give and get information, producing quarterly reports
- Conduct research on donors and prospective donors as requested
- Generate, maintain and update donor lists for fundraising and marketing mailings and emails

## **Event Support**

- Track attendees, donors, and sponsors using event management software
- Assist with auction item asks and track in-kind donations
- Handle administrative logistics as needed at fundraising events
- Set up and maintain event online registration pages
- Coordinate invitation mailings and manage RSVPs
- Manage sponsorship mailings and auction procurement letters

## **Grant Support**

- Manage department's grant calendar for deliverables to ensure deadlines are met
- Keep grant files current
- Pull data for grant reports, as needed
- Assist with research efforts to find corporate and foundation grant opportunities that align with Child Advocates' initiatives

## **Additional Administrative Responsibilities:**

- Order marketing and development collateral, as needed
- Perform administrative duties for the Community Development Department, as needed
- Maintain records for events, tracking donors, tables, sponsorships
- Prepare donor info packets and packets for monthly info sessions
- Assist with website updates, as needed
- Perform other related duties as required and assigned

## **Accountability:**

Performs tasks under minimal supervision with a high degree of confidentiality, ensures good relationships with a variety of people, demonstrates good judgment and discretion, and demonstrates strong commitment to accuracy and detail. Meets deadlines as assigned.

**Please send resume and cover letter to: Laura Fulda, Director of Community Development at: [Laura@cadvocates.org](mailto:Laura@cadvocates.org)**

## **NO PHONE CALLS PLEASE**

Only applicants whose resumes are selected for an interview will be contacted.

Child Advocates is an Equal Opportunity Employer. We are committed to providing an environment that embraces openness, respect, collaboration and accountability.