



San Diego Organizing Project

Development Associate Job Description

Position: Development Associate

Reports to: Executive Director

Status: Part-Time

Classification: Non-Exempt

Pay Rate: \$27-\$36/hour depending on experience

Schedule: **TBD with Manager, up to 20hrs per week**

Telecommuting Available: As agreed upon with Manager

Work Location: 4305 University Avenue, Suite 530, San Diego, CA 92105

Language(s) Fluency Requirement: English

Eligible for Benefits: No

This is a grant-funded position. Additional funding may be obtained to extend the position. However, employees should be aware that employment as staff of San Diego Organizing Project (SDOP) is considered to be at will and may be terminated by the employee or SDOP at any time regardless of the end date of applicable grants.

Position Overview:

General Fundraising

- ❖ Planning and evaluating fundraising campaigns and activities.
- ❖ Managing the organization's budget and fundraising income programs.
- ❖ Staying on top of fundraising trends and the nonprofit community.
- ❖ Creating solicitation materials for the organization.

Donor Cultivation

- ❖ Identifying and stewarding prospective donors.
- ❖ Communicating with donors via email, phone or social media.
- ❖ Answering donor inquiries in a timely fashion.
- ❖ Using prospect research tools and Salesforce to build donor relationships.

Grant Administration and Systems

- ❖ Tracking and managing all grants, major donations, donors and funders (Salesforce).
- ❖ Coordinating, writing and completing grant reports.
- ❖ Coordinating, writing letters of inquiry, grant proposals and applications.
- ❖ Maintaining records for all grant details and information (Salesforce and physical files).
- ❖ Working with the Operations Manager to generate MOU's, payments and collect required reports to/from sub grantees.

The successful candidate will possess and/or demonstrate:

- ❖ Previous experience with fund development activities (grant writing, donor cultivation, etc.)
- ❖ Proficiency with MAC OS, Microsoft Office Suite, Google Apps and Zoom web conferencing;
- ❖ Previous understanding of faith-based and/or relational organizing;
- ❖ An ability to challenge others and a willingness to be challenged
- ❖ A comfort with organized religion
- ❖ A calling to work for social change and justice
- ❖ An ability to work with diverse religious, racial, and ethnic communities
- ❖ An ability to work as part of a strong staff team, as well as independently
- ❖ Strong analytical, writing, and public speaking skills
- ❖ Strong interpersonal skills
- ❖ A willingness to be a part of an ongoing learning culture

San Diego Organizing Project (SDOP) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, SDOOP complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

SDOP expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of SDOP's employees to perform their job duties may result in discipline up to and including discharge.