Development & Programs Assistant (Part-Time)

Solano Community Foundation | Fairfield, California

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**Background**

Solano Community Foundation is a tax-exempt 501(C)(3) nonprofit organization, established to serve the charitable needs of Solano County residents.  We are an institution *of* the community and *for* the community.

**Job Summary**

We currently have a job opening for a Development & Programs Assistant.  This is a regular part-time position (24 hours per week), with a daily work schedule of 8:30 am until 4:30 pm.  The weekly work schedule is Monday, Wednesday, and Friday but may be adjusted to accommodate Foundation activities. Functions will include communicating with prospective donors, researching funding opportunities, and grantwriting.  In addition, The Development & Programs Assistant will perform data entry and bookkeeping, gift processing, donor record keeping, and reporting.  This employee will perform tasks associated with SCF fundraising activities, program support and logistics, and updating website content.  This employee will represent the Foundation in a professional and helpful manner when gathering or disseminating information, while interacting with nonprofit organizations, donors, grantees, and when greeting visitors.

**Reports To**

This employee will report directly to the Chief Operating Officer.

**Responsibilities**

The Development & Programs Assistant will possess the knowledge, skills, and abilities necessary to successfully perform the duties and functions listed below.

1. Gift Processing - Date and log all gifts received; online contributions and those received by mail or in person.  Update donor profiles and contact information, and maintain records.  Create business letters, envelopes, and labels.  Export data for spreadsheets, reports, and documents.  Create, merge, and print gift acknowledgment letters to donors.  Prepare and send quarterly and annual donor Fund statements and donor correspondence.
2. Fundraising & Development Support – Research potential donors, complete applications, help create budgets, and prepare funding requests.  Track and report in-kind program support from donors and sponsors.  Help assemble binders, folders, files, and organize documents for programs and fundraising projects.  Prepare status reports and presentations as required.
3. Visibility & Social Media Support – Update SCF program and fund webpages with pictures and text.  Keep other social media account/information current.  Help design brochures and flyers, draft major donor contribution acknowledgements, and compose press releases.  Provide creative support for communications and development of related materials.
4. Programs & Training Support – Draft correspondence to program members and sponsors, including solicitation letters, proposals, renewal letters, acknowledgment letters, and event/program invitations.  Provide maintenance support of Foundation training materials and attendee registration forms, and coordinate event logistics.  Help prepare and make copies of workshop materials and handouts, reserve facilities and arrange for speakers/trainers.  Help set up and take down equipment, collect materials, and keep an inventory of needed supplies.
5. I.T. & Systems Support – Maintain computer system security for programs, data, and documents by using anti-virus software and updates.  Perform routine virus scans and perform electronic file backups.  Use the Foundation Information Management System (FIMS), a relational database and an integrated accounting program.
6. Administrative Support –Courteously greet visitors; receive, transfer, and return phone calls; take messages, send and receive faxes.  Open and date-stamp incoming mail and packages; prepare and send outgoing mail and packages.
7. Out-of-Office Errands –Make trips to the post office, bank, local businesses, schools, and other nonprofit agencies as needed.  Purchase and pickup supplies and consumable items (beverages, paper items, and snacks) needed for scheduled workshops, program events, and general office use.

**Qualifications**

**SKILLS AND EXPERIENCE**

The Development & Programs Assistant must possess required knowledge and experience.  This employee must be able to demonstrate specific skills and abilities to successfully perform the essential functions, tasks, and responsibilities listed above.

1. A Bachelor’s degree (B.S. or B.A.) or equivalent prior experience.  A minimum of 3 years’ experience working for a nonprofit organization and performing grantwriting, donor development, fundraising, marketing, or related functions, with proven success.
2. Demonstrated understanding of Generally Accepted Accounting Principles, IRS regulations for nonprofit organizations, and fundraising accounting.  Familiarity with and experience using FIMS, QuickBooks Pro, or a comparable accounting software.
3. Suitable mathematical and reasoning skills to perform financial procedures accurately, even with frequent distractions and multiple priorities.
4. Proven ability in prioritizing tasks, and working in a small office environment where all staff members assume multiple responsibilities, and work as a team.  Ability to work independently and handle multiple tasks using a high degree of time-management skills.
5. Functional understanding of donor advised funds, endowments, grant programs, and nonprofit terminology.
6. Experienced in facilitating or presenting trainings and workshops, meetings and other work-related events.
7. Conducted successful fundraising and marketing campaign support including but not limited to list management, direct mail, and social media updates.

**PERSONAL QUALIFICATIONS**

* Willingness and commitment to support the mission, policies, and goals of the Solano Community Foundation.
* Solano County resident, having lived in Solano County for a minimum of three years.
* Impeccable ethics, highly developed sense of performance accountability, and unfailing trustworthiness.
* Excellent use of the English language, both verbally and in writing.
* Strong writing and editing skills; must be able to produce relevant writing samples upon request.
* Excellent skills in listening, a professional demeanor, and aptitude for donor engagement.
* Superb attention to detail and follow-through, with the ability to quickly learn and gain proficiency with new procedures and processes.
* Ability to meet deadlines and motivate others to do so.
* Possesses critical thinking skills, a responsive nature, the ability to remain calm under pressure, and a sense of humor.
* Strong self-motivation and a can-do attitude, takes a positive approach to meeting challenges.
* Willingness to work evenings and weekends on occasion.

**Compensation**

The hourly pay rate will range from $13.00 to $16.00, commensurate with skills and experience.  A probationary training rate is $13.00 per hour, for the first 30 days of employment.  During this time the employee will demonstrate the skills and abilities required of this position.  Upon successful completion of the training period, the employee will be paid at an agreed upon regular hourly rate, not to exceed $16.00 per hour.

This new job is a merging of the two vacant positions (Gifts Assistant and Programs Assistant), with the development assistant functions added.  Right now, it’s a part-time position, but we plan on making it a full-time position (or hire a part-time Programs Assistant) in late September or early October of this year.  We offer a nice benefits package for all employees:  Paid Time Off (PTO), full group dental coverage, and $350 toward group medical coverage.  Plus, it’s a really cool place to work!

**Requirements/Other**

**PERFORMANCE DEMONSTRATION**

Final candidates will be asked to choose a date and time to demonstrate five job-related skills.  Allow 2 hours to complete this demonstration.

1. Create and format an Excel spreadsheet.  Use a basic formula as directed.
2. Create a Word document template.  Use the template to produce a mail-merged letter using the spreadsheet previously created.
3. Create a basic 3-slide PowerPoint presentation.
4. Draft a simple press release with program information provided.
5. Review a Statement of Financial Position, a Statement of Financial Activities, and a Trial Balance.  Identify discrepancies in each document.