



JOB TITLE: Development Assistant
REPORTS TO: Chief Development Officer
STATUS: Full time
PAY RATE: TBD, Non-Exempt
LOCATION: San Diego, California

Are you looking for a meaningful career in a position that allows you to make a difference in your community? Voices for Children is a respected, local nonprofit organization focused on fulfilling our mission to advocate for the needs of children in foster care. Consistently ranked in the top three CASA programs out of 1,000 nationwide, our team takes pride in serving our children with the highest level of excellence and care. Come to work at Voices for Children and you'll enjoy a friendly, warm culture with the following generous benefits for our full-time employees:

- Start out with 12 vacation days per year, 13 paid holidays, and an additional 5 days of paid time off after Christmas Day through New Year's Day
- A comprehensive, affordable benefits package to include several medical plan options (one plan is free for employees), vision, dental, flexible spending account, 403b plan for retirement savings, etc.
- A welcoming work environment
- Flexible work arrangements may be considered

About Us

Voices for Children is the Court Appointed Special Advocate (CASA) program for San Diego and Riverside Counties. The mission of Voices for Children is to transform the lives of abused children by providing them with Court Appointed Special Advocates (CASAs). VFC believes that every child deserves a safe and permanent home, and to that end, our vision is to provide a CASA to every child in foster care who needs one, monitor every court file in the system, and advocate to improve the lives of San Diego County's foster children.

Recruited, trained, and supervised by VFC, our volunteer CASAs interface with key agencies, legal counsel, and community resources to identify and protect the best interests of each foster child. CASAs act as fact finders for the juvenile court judge to ensure decisions are based on the most current and pertinent information about each child's situation. CASAs also provide emotional support as they guide their case children through the complex foster care system. CASAs strive to ensure that each child's unique needs are met.

About the Position

The Development Assistant is an important position providing comprehensive administrative support to the Chief Development Officer and Development department to ensure smooth and coordinated communications, and work flow and confidentiality between the department, organization as well as donors, board members, external philanthropic partners, and other constituents.

Main Duties/Responsibilities

- Provides administrative and organizational support to the Chief Development Officer including filing, handling mail/correspondence, meeting scheduling and preparation, taking minutes at meetings, etc.

- Manages recurring meetings (such as the weekly development department team meeting, bi-monthly board of directors meeting, quarterly development committee meeting, etc.) by preparing meeting agendas, minutes, and documents as well as booking conference rooms and confirming attendance of key stakeholders.
- Conducts follow-up (as needed) after each meeting.
- Coordinates and maintains a master calendar of key meetings, special events, grant deadlines, etc. for the Development department.
- Conducts donor and prospect research for the Chief Development Officer as well as for board and committee members in advance of meetings and key signature events.
- Provides logistical support to the Special Events Manager by tracking and updating budgets, identifying in-kind and cash sponsorships, revising attendee lists, researching prospective vendors, etc.
- Assists the Special Events Manager in coordinating, training and thanking internal and external volunteers who assist in key signature events.
- Assists in coordinating third party retail campaigns and small scale fundraising events.
- Assists the Development Database Analyst in inputting donations and other data into Raiser's Edge as well as printing and mailing acknowledgement letters.
 - In collaboration with the Development Database Analyst, serves as a primary contact for event registration and the Greater Giving website.
- Works with the Marketing and Communications department to create content and collateral to support fundraising campaigns, fundraising events, and donor recognition.
- Provides timely and appropriate follow up to all inquiries and requests via email, voice mail or through other outlets.
- All other duties as assigned by the Chief Development Officer and/or the President/CEO.

Education/Skills

- A college degree or a minimum of four years of previous experience at a nonprofit organization.
 - Individuals will have at least two years of experience in administrative support or office management role.
- Successful candidate must thrive in a fast-paced, team-oriented environment with multiple competing priorities as well as a commitment to providing support with poise, professionalism and discretion.
- Candidate must have excellent interpersonal and writing skills, including the ability to compose formal business correspondence.
- Individual should have strong organization skills, be a self-starter, possess a strong work ethic, have a sense of urgency, be detail oriented and dependable, and use good judgment.
- Must be friendly, warm and able to interact comfortably with staff, donors, and others.
- Must be able to work independently or part of a team.
- Successful candidate must have strong ethics, especially when working with highly confidential and sensitive information.
- Must be proficient with MS Office Suite (Word, Outlook, PowerPoint, and Excel).
 - Knowledge of or ability to use Raiser's Edge by Blackbaud or Wealth Engine is a plus.
- All candidates must be dedicated to the vision, mission and values of Voices for Children.
- Must have a valid California driver's license and automobile insurance as well as access to an automobile for local travel.

Work Schedule

Standard work week is 40 hours; however, employees are expected to work any additional time necessary to meet deadlines and complete assignments. Evenings and weekends may be required. Additional hours are subject to overtime pay. The VFC office is open for business Monday through Friday: 8:00 AM to 5:00 PM.

Physical Requirements

- Able to sit for prolonged periods of time
- Able to sit at a desk and view a computer screen for up to two hours
- Able to speak into and use a telephone for long periods of time

Work Environment

- Professional office environment
- Fast paced working with multi-level distractions

Special Conditions

- Able to work extended hours as needed, with some nights and weekends required during special events

How to Apply

Please go to the following link: <https://jsco.re/2m766> and click "Apply for this Job" to apply. No phone calls, please. Position open immediately and will remain open until filled.

NOTE: Your application should include:

- Cover letter
- Resume

Voices for Children is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law."