



**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 provides support to the Chief Development Officer and development team regarding fundraising efforts, special events logistics, donor stewardship, and other administrative tasks.

The Development Assistant should be prepared to handle matters confidentially and with the strictest security when the need arises, whether the items are labeled confidential or not.

### **Main Duties/Responsibilities**

- Provide general administrative and organizational support to the Chief Development Officer including duties such as filing, handling mail/correspondence, meeting scheduling and preparation, special

events support, etc. At direction of Chief Development Officer, assist others on the team as needed with administrative tasks or errands.

- Use Raiser's Edge Database for data entry, production of acknowledgment letters, or other data-related tasks.
- Provide general support as needed at special events and other activities involving VFC.
- Continually work to further the Mission and Vision of Voices for Children.
- All other duties as assigned by the Chief Development Officer and/or the President/CEO.

### **Education/Skills**

- A college degree is preferred or previous work experience in a nonprofit setting may be considered
- Must have at least two years of experience in administrative support or office management
- Must be friendly, outgoing, and able to interact comfortably with staff, donors, and others
- Must be well organized and have excellent written and verbal communication skills with the ability to communicate effectively with individuals at all levels, both inside and outside the organization
- Proficiency with MS Office suite, including Word, Outlook, PowerPoint, and Excel
- Must be a self-starter, strong at multi-tasking, highly organized, and able to work independently or as an effective team member.
- 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: [ENTER LINK HERE](#) 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.”*