



JOB DESCRIPTION

<u>TITLE:</u>	Development Assistant
<u>CATEGORY/DEPT:</u>	Development
<u>REPORTS TO:</u>	Development Director
<u>REPORTING STAFF:</u>	None
<u>STATUS:</u>	Full-Time, Non-Exempt

AGENCY OVERVIEW:

Allies for Every Child (Allies) (formerly known as Westside Children's Center) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 25 years, Allies has been providing thousands of at-risk children and their families with critical, high-quality early education programs, family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including disabilities screenings, nutrition, dental and vision screenings, and pediatric health consultations.

JOB SUMMARY:

The Development Assistant will work under the supervision of the Development Director to support Allies' private fundraising goals. The Development Assistant's primary focus will be providing administrative support for the Development Department.

ESSENTIAL JOB DUTIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for donation processing and gift acknowledgements
- Enter data for all monetary and in-kind donations in DonorPerfect database and keep database organized and up to date
- Maintain development files and update/provide maintenance as needed
- Run database reports for events, campaigns, and other data analysis
- Pull/edit mailing lists
- Assist in drafting donor correspondence, such as thank you notes and emails
- Responsible for taking detailed minutes during meetings with development committee, event committees and the development team as needed
- Assist with research related to events, major gifts and foundation/corporate relations
- Assist with monetary and in-kind donation solicitation for fundraising gala, community events, development campaigns, etc.
- Assist Development Director with event planning and logistics
- Provide onsite event support for fundraising activities
- Draft and format agency fundraising emails and communications
- Draft social media posts (e.g. Facebook, Instagram, etc.)
- Provide onsite event support for in-kind donations distribution days and community events as needed
- Provide support with additional development and administrative tasks as needed

QUALIFICATIONS & EDUCATION:

- Bachelor's degree required
- Bilingual in English/Spanish a plus

- Ability to communicate effectively – verbally and in writing
- Customer service experience preferred
- Professional personal presentation
- Fundraising experience a plus
- Experience working with diverse groups and populations
- Basic computer skills required – Word, Excel, Software applications
- Database management experience a plus
- Ability to effectively organize and plan; strong organizational skills
- Self-starter; detail oriented
- Commitment to continuous development and quality improvement
- Flexible and collaborative with a demonstrated commitment to teamwork
- Be passionate about learning and curious about issues affecting children and families
- Able to thrive in a fast-paced environment
- May be required to work evenings and weekends as needed
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical, PPD risk assessment, proof of immunizations for Covid-19, pertussis, measles and influenza
- Class “C” driver’s license, proof of insurance and access to reliable transportation required

FOR CONSIDERATION: Send cover letter and resume to humanresources@alliesforverychild.org

Full benefits package offered including 100% employer contribution to: Health - Kaiser or Anthem, Dental, Vision; 401k with employer match; Employee Assistance Program, Professional Development, 12 paid holidays, sick leave, vacation, and 2 personal days for anniversary of employment and birthday.

Allies for Every Child actively seeks candidates who reflect the rich diversity of the communities that we serve. We are committed to a work environment that embraces and promotes individuality and inclusion. We believe that diversity and inclusion of varied perspectives, backgrounds, and life experiences is essential to our organization’s effectiveness, and allows us to serve our clients in the respectful, responsive, and understanding way that they deserve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.



Allies for Every Child has achieved accreditation through the Council on Accreditation (COA). This means our programs, services, administration, and management have been rigorously evaluated and meet best practice standards. Visit www.COAnet.org to learn more about COA Accreditation.