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Job Title: **Development Specialist**

Reporting Relationship: **Director of Development**

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### **Job Summary**

Successful candidates for the Development Associate position will be a development generalist with a heart for the programmatic side of things, and will operate, first and foremost, as a Development Team member with a sensitivity toward doing whatever needs to be done to maximize the impact of the Development Department and directly to raise funds. Some weekend work is required. Salary range: \$45,000-\$50,000.

### **Responsibilities**

- **FUNDRAISING**
  - Development Associate will steward a “profile” of donors to maintain and grow engagement and donation level.
  
- **MARKETING/COMMUNICATION**
  - 1) Assist with marketing communications efforts including:
    - Developing campaign ideas, including event themes.
    - Define collateral needs – email, print, events, including hard signage.
    - Working with outside design vendor for artwork/collateral
    - Creating some digital and print collateral designs internally
  
- **EVENTS COORDINATION**
  - Assist with 3 branded SJW events each year, and potentially several smaller micro-events/meetings.
  - Maintain event budget & provide post event report.
  - OTHER: Help with other small 3<sup>rd</sup> party and Board events as they arise.
  - Keep “procedures” (training documents) for all events updated.

### **Qualifications & Education Requirements**

- Minimum 3-5 years’ experience
- Bachelor’s Degree
- Comfortable using a donor database to aid in the moves management process
- Excellent verbal and written communication skills

### **Preferred Skills**

- A self-starter driven by results
- Strategist adept at planning, prioritizing, multi-tasking, and follow-through
- Ability to adapt to changing priorities and deadlines

- Willing and capable to work hands-on developing and executing fundraising events and other activities as needed

### **Core Competencies**

- Creativity
- Planning and Organizing
- Written and Verbal Expression
- Social Awareness
- Sociability
- Persuasiveness
- Networking

### **How to Apply**

Please send cover letter and resumes to [mlaront@sjwjobs.org](mailto:mlaront@sjwjobs.org)