



BECOMING INDEPENDENT JOB DESCRIPTION

POSITION: Resource Development Specialist

PROGRAM: Resource Development

POSITION DESCRIPTION: The Resource Development Specialist is responsible for supporting a comprehensive, diversified, and sustainable fundraising and communication plan to create diversified funding for Becoming Independent's general operations and core programs. Duties range from managing gift processing and donor acknowledgments, donor database maintenance and reporting, administrative and logistics support related to events, maintaining email lists and supporting mass mailings (print and electronic), and assisting in research and compiling information as needed to support major gifts and foundation grants.

The Specialist is a critical member of the development team and we are seeking a highly motivated, self-starter who is eager to learn and grow in a successful and growing nonprofit organization.

SALARY: \$30-\$33/hr DOE

STATUS: M-F Full-Time; Non-Exempt. Occasional weekends and evenings.

CRITICAL JOB FUNCTIONS

Possesses the professional skills and abilities specific to the technical aspects of the position.

Administrative Support - Donor, Donations, Database

- Manage Resource Development's DonorPerfect Database—Enter and maintain donor information in DonorPerfect, including profiles, contacts, and acknowledgment letters.
- Process and record gifts and provide proper coding for Accounting.
- Produce reports utilizing DonorPerfect database to guide and inform ongoing fundraising campaigns.
- Manage all incoming gifts, cash, in-kind donations, and online donations made through BI's website.
- Draft and send timely, personalized acknowledgment letters to donors.
- Maintain record of donations/correspondence required for audits.
- Stewardship of BI's monthly giving program (BIG Club), which entails welcoming new members, sending bi-annual letters & appreciation gifts, and maintaining the monthly employee donation import.
- Process monthly donation reconciliation and provide coding/gift info to Accounting for EFT deposits as they happen.
- Respond to all website inquiries and field requests from the general information contact email address.

- General support of the administrative team, including front lobby coverage in the absence of the Administrative Specialist.

Grants Support

- Assist the Resource Development Manager with foundation prospecting.
- Update and maintain grant deadlines through grant management software.

Community Engagement Support

- Represent Becoming Independent at public relations events.

Events and Communications Support

- Execute communications for events, including developing appropriate materials (such as signage, collateral, bid sheets, posters, etc.)
- Solicit and organize auction items and donations for fundraising and BI hosted events.
- Solicit and explore sponsorship opportunities as needed.
- Data Entry in Event Software.
- Export and Import all data needed from DonorPerfect for mailings.
- Collect content/images for social media and marketing material.
- Execute social media strategies as directed.
- Maintain and update communication lists (email, phone, mailing address, etc.)
- Assist with tracking results of communication campaigns.

Social Enterprise Support - The Backdrop

- Assist with general inquiries, follow-ups by phone and/or email, and booking tours of The Backdrop.
- Maintain and track monthly booking calendars, booking support tracker, and event inquiry tracker.
- Maintain mailing and e-communication lists.
- Create and maintain rental agreement forms.
- Oversee the setup of events.
- Work The Backdrop events when needed - including weekends and evenings.
- Support staff with event related training when needed.
- Create invoices and receipts and track billing when needed.
- Attend industry related events.

CANDIDATE SHOULD POSSESS THE FOLLOWING SKILLS

Organized: Able to perform job duties with efficiency and accuracy

Dependable: Can be relied upon; trustworthy, responsible, punctual. Takes ownership of the duties they have.

Good Judgment: Chooses courses of action that result in beneficial outcomes for the agency and the community

Positive Attitude: Has an overall positive, open and supportive attitude

Interpersonal Relations: Is able to relate well to others

Communication: Excellent verbal/written communication skills in English, is able to comprehend and follow directions, as well as be an effective listener.

Initiative: Is a self-starter

Philosophical Commitment: Demonstrates commitment to BI's established culture of dignity and respect

QUALIFICATIONS AND REQUIREMENTS

Education:

High school diploma or equivalent is required. Bachelor's Degree preferred. College level coursework, or experience, in graphic design and/or communications is desirable.

Required Experience:

- Minimum of two years of nonprofit fundraising experience, including:
 - Managing and maintaining Constituent Relationship Management (CRM) database.
 - Grant/Foundation prospecting, cultivation, and outreach.
 - Donation tracking, reconciliation and accounting best practices as it relates to fundraising.
 - Experience coordinating components such as Sponsorships, Auctions, Raffles, and Logistics for events 250+ guests.
 - Donor relations and community engagement.

Required Skills:

- Intermediate to Advanced level skills in Microsoft Office (Word, Excel, PowerPoint).
- Intermediate to Advanced level skills in Google Mail, Google Calendar, Google Slides and Google Drive.
- Knowledge of DonorPerfect/ReadySetAuction/Instrumentl software.
- Knowledge of current office practices and procedures, including business correspondence, filing, and standard office equipment operation.
- Ability to perform clerical work involving independent judgment, accuracy, and speed.
- Ability to organize and coordinate a multitude of tasks and graphic assignments.
- Excellent customer service skills.
- Excellent communication skills, both written and verbal.
- Ability to work independently, solve problems, and manage time and projects.
- Impeccable honesty and integrity.
- Commitment to being a high performance team player.
- Ability to follow written and verbal instructions.
- Ability to establish and maintain cooperative working relationships with others.
- Ability to relate well to the diverse population served by Becoming Independent.

Physical Requirements:

- A physical condition that will permit frequent bending, squatting, turning, and lifting without injury.
- Ability to operate a vehicle for a portion of your shift.
- Ability to sit, walk, and stand for prolonged periods of time.
- Ability to assist individuals in wheelchairs.
- Provide personal care to individuals, including assistance in the restroom and feeding.
- Lift at least 40 pounds.
- Clearance of pre-employment Functional Capacity Evaluation with no restrictions that cannot be reasonably accommodated without undue hardship.

Other Requirements:

- Reside locally, ideally in Sonoma County, and have direct experience and familiarity with local fundraising and philanthropy.
- Valid California driver's license.
- Insured, dependable vehicle.
- First Aid and CPR certification.
- Availability and willingness to work evenings and weekends, if/when needed, throughout the year.
- Criminal Record Clearance