



## Development Associate

### Become a Part of the Child Advocates of Silicon Valley Team

Child Advocates works to ensure every foster child in Silicon Valley, who has been abused, neglected and/or abandoned, has the nurturing support and resources needed to thrive. We are looking for people who put children first. People whose compassion leads to hard work and impact. At Child Advocates, it's about each person bringing skills and passion - their best - so that we can be there for every foster child.

### About the Role

We're looking for a Development Associate to join our Development team, which is responsible for raising funds to provide foster children with comprehensive trauma-informed services, delivered by recruited, trained, and supported Court Appointed Special Advocate (CASA) Volunteers. We want someone passionate about data, donor relations, and fundraising, someone with a great working knowledge of database management. This role will manage the development database: enter all revenue into the database, process acknowledgment letters, and communicate with donors while practicing excellent stewardship and customer service.

### How You'll Have an Impact

The applicant hired as our Development Associate will be responsible for:

- **Maintaining the donor database: Live Impact**
  - Ensuring accurate donor information, details, and coding of donors and payments.
  - Entering donations received into the donor database by gathering information from checks, workplace giving platforms, direct deposits, and in-kind forms.
  - Documenting all donor interactions (phone calls made/letters sent/etc.)
  - Serving as the internal subject matter expert on our database
- **Reporting & Analysis**
  - Processing revenue reports and reconciling information ensuring accuracy and completeness.
  - Responding to ad-hoc reports and requests (board requests, donor inquiries, etc.)
  - Creating current donor, mailing, and email lists for events, appeals, annual reports
  - Tracking communications and outstanding pledges from a variety of donor types to ensure excellent donor stewardship and follow-up
  - Preparing and maintaining monthly summary reports, dashboards, and major donor moves management and event reports
  - Producing quarterly reports for individual board members
  - Running regular reports on fundraising progress, outcomes of specific fundraising efforts, and donor trends.
  - Assisting with grant reporting
- **Donor Stewardship**
  - Processing timely acknowledgment letters and customizing content to ensure relevance and meaningfulness for each donor.

- Communicating with donors to ensure contact information, payment details are correct.
- Assisting in donor research
- Assisting the major gifts committee with research, recording of donor notes, sending donors materials, and other tasks as needed
- Maintaining funder records in google drive
- **Events**
  - Managing event registrations and pre-event payments through the donor database.
  - Assisting with auction descriptions and public-facing event/auction information
  - Onsite event payment processing
- **Agency Support**
  - Participating in agency events and activities, as requested, including playing an integral part in three annual fundraising events as well as attending youth-centric events.
  - Participating in agency projects and initiatives, as requested.
  - Completing all other duties as assigned.

## What We're Looking For

### Experience

- Demonstrated experience in database management, with a desire to learn new systems.
- Demonstrated history of completing projects with 100% accuracy
- Demonstrated knowledge of donor prospecting tools preferred
- Demonstrated experience managing a variety of highly detailed tasks
- Demonstrated history of providing excellent customer service
- Demonstrated ability to build and retain quality relationships with various populations: Board, staff, funders, donors, etc.

### Skills

- Demonstrates strong commitment to accuracy and detail.
- Demonstrates ability to adapt to new situations, learn quickly, and problem solve
- Excellent communication, interpersonal, and organizational skills
- Builds strong relationships with a variety of people.
- Enjoys data entry, data auditing, and data analysis
- Performs tasks under minimal supervision.
- Demonstrates good judgment and discretion.
- Meets deadlines as assigned.
- Proficiency in Microsoft Office and Google Suite
- Commitment to the mission of Child Advocates

## Important Details

**Supervisor:** Director of Development

**Status:** Full time - non-exempt

**Location:** Milpitas, California

**Salary:** \$55,000 - \$61,000 DOE

**Benefits:** Full medical, dental, vision coverage for the employee; holidays; and personal time off (PTO).

*Applicants must be able to work a variety of hours, including evenings and weekends.*

*Applicants must have access to reliable transportation (car, public, rideshare, etc are all acceptable)*  
*Applicants must be able to successfully pass a formal background check: FBI, DOJ, CACI, DMV.*

### How to Apply

Send your resume and a brief cover letter outlining why you're the right person for this role to [Careers@ChildAdvocatesSV.org](mailto:Careers@ChildAdvocatesSV.org) - No phone calls, please.

### Equal Employment Opportunity Statement

Child Advocates is committed to employing a diverse workforce. Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status or disability.