



DEVELOPMENT ASSOCIATE JOB DESCRIPTION

South Central LAMP (LAMP) has dedicated the past 30 years to helping economically poor women and their families in a supportive, nurturing environment. We do this by offering programs that empower women and children to reach their full potential, build self-esteem, utilize resources, and strengthen mutual interdependent relations. *LAMP is currently seeking an innovative, passionate, and independent individual who has knowledge of non-profit development practices and database management skills to join our team.*

The Development Associate is responsible for the South Central LAMP's development operations (including gift processing, database management, and support for fundraising and donor stewardship efforts). The Development Associate will support the Development Director, assisting with all aspects of the organization's development department, as well as assisting the Executive Director, and will work closely with members of the Board of Trustees. We're looking for someone with great people skills, as well as drive, initiative, and determination. You'll be conscientious with details, accuracy and have a dynamic approach to your work. You will be a natural problem solver, always looking to improve upon current processes to improve on efficiency.

Main Duties of this newly created position include:

- The Development Associate will report directly to the Director of Development, with a dotted-line reporting structure to the Executive Director.
- The Development Associate will provide administrative support to the Development Department in all areas, to help reach short and long-term development goals, including but not exclusive to:
 - Database entry of all donations, managing timely thank you letters and general correspondence for all contributions.
 - Expertise in writing, editing, and creating newsletters in Constant Contact and creating Impact/Annual Reports and donor photo collages in Canva.
 - Coordinates all development mailings, including all hard copy grants.
 - Oversees the organization of fundraising events, including Book, Food and Toy Drives, the LA Big 5K, and assists with annual donor events (i.e., cocktail parties, luncheons, Person of the Year) on and off site.
 - Manages a positive social media presence to promote South Central LAMP, which includes taking and editing photographs and video.
 - Takes and distributes minutes from our monthly Development Committee Meetings.
 - Generates donor queries, reports, and data exports as requested.
 - Establishes standards and practices for entering and updating supporter data in DonorPerfect to ensure data integrity.
 - Ensures all marketing and communication materials reflect the mission of South Central LAMP.
 - Commitment to quality control, accuracy, confidentiality, fundraising ethics, and a learning culture.

Candidates must have:

- Bachelor's degree.
- Three years' experience working in a non-profit setting.
- Be a collaborative team player who gets along well with all types of people in a professional and friendly manner.

- Excellent writing and editing skills; with samples for interviewers to review.
- Extreme attention to detail and ability to manage multiple tasks.
- Able to work independently, earning the respect and trust of the Development and Executive Directors as well as members of the Board of Trustees.
- Has an open mind and empathetic view of the world and its people.

Preferred Qualifications

- Previous development or non-profit work is ideal.
- Ideal candidate will be professional, courteous, and creative, recognizing tasks to be done without being asked.
- Excellent social skills, with the ability to work both independently and collaboratively, to interact with people at all levels, on the telephone, face to face, and in writing.
- Prior use of development/communications databases – ideally DonorPerfect and ReadySetAuction – as well as previous use of Canva and Constant Contact preferred.
- Savvy in creating and posting relevant information on social media outlets including Facebook, Instagram, LinkedIn, and YouTube.
- Microsoft Office proficient (Word, Excel, and PowerPoint), Adobe, and meeting tools (Microsoft Teams and Zoom).
- Superb organizational skills and the ability to manage tight deadlines and multiple projects concurrently.
- Spanish/English bilingual (spoken/written translation) is a plus.
- Demonstrable initiative and determination.
- Strong attention to detail and skills in problem solving, data analysis, written communications, and public speaking.
- Available to work on-site M-F 8:00am to 4:30pm. Hybrid work is not available for this position.

Salary

- \$55,000

Benefits

- Medical
- Two weeks' vacation and all major holidays.
- Paid sick leave.
- Casual office atmosphere.

How to Apply

To apply, please submit – by email only:

1. A cover letter explaining your interest
2. A resume
3. Three reference including their names, telephone numbers, and email addresses
4. Two writing samples

Email application materials to social@southcentrallamp.org with “Development Associate Application” in the subject line. Applications will be accepted, and the first round of interviews will be conducted in April. A second round of interviews will be conducted in May with a pending start date of June or July 2023.

Equal Employment Opportunity

South Central LAMP is an equal opportunity, affirmative action employer that encourages all interested persons to apply regardless of race, color, national origin, ancestry, ethnicity, citizenship, creed, sex, gender, sexual orientation, gender identity, transgender status, age, religion, physical or mental disability, marital status, or any other legally protected status.

No Phone Calls Please