

Development Associate Girls Inc. of Greater Santa Barbara

Girls Inc. of Greater Santa Barbara is seeking a Development Associate. The Development Associate role is pivotal to our mission's success, and comprehensively supports our fundraising efforts. The Associate advances development and fundraising at every level, supporting long-term financial sustainability for the organization, and increasing opportunities to provide vital services to the youth and families who need us most. To apply, please submit resume and cover letter to hiring@girlsincsb.org.

The Development Associate is responsible for the following:

- Providing sound and effective development infrastructure through meticulous prospect research, data management, and analysis of giving trends
- Supporting fundraising initiatives, annual appeals, and events
- Enhancing meaningful donor engagement in every phase of the development cycle, from identification through stewardship, for individual, corporate, and foundation donors
- Supporting fund development growth through application of best stewardship practices with regard to annual, recurring, planned, and major gift donors
- Leveraging strategies to grow the organization's donor portfolio and increase levels of giving for those donors with affinity and capacity

Girls Inc. inspires all girls to be strong, smart, and bold. We offer girls a safe, fun, all-girl/pro-girl environment where they gain and practice skills that equip and empower them to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. Through evidence-based programs, led by trained mentoring professionals, Girls Inc. girls learn to be confident and embrace positive decision-making to take charge of their health and well-being, and achieve academic, personal, and career goals.

Girls Inc. of Greater Santa Barbara endeavors to foster an organizational culture that reflects the virtues of strong, smart, and bold through our core values of empowerment, inclusivity, respect, professionalism, and gender justice.

Essential Job Functions Include:

- Development systems management
- Fundraising database management and gifts processing
- Event planning, production, and execution
- Appeals planning, production, and execution
- Donor, stakeholder, and community partner engagement and cultivation

*Job Functions above are only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties.

Minimum Requirements:

- 3+ years administrative experience
- Excellent written and verbal communication skills, and the ability and desire to work as a team member of a diverse and dynamic team.
- Experience with data management or relational databases
- Experience with Outlook, Excel, MS Word, PowerPoint, and website design
- Ability to pass criminal background check and pre-employment physical and drug screening.
- Vaccinations as required by State Law for licensed childcare facilities (TB, Pertussis and Measles immunization. Flu vaccine recommended, but optional).
- Proof of COVID-19 vaccines and boosters. Exemptions may be requested for medical reasons or religious beliefs.
- It is highly preferred that applicants possess a clean driving record and have the ability to drive the organization's class C vehicles for any driving related needs.
- Bi-lingual Spanish speaker preferred.

Hours of Position:

- Full Time Exempt
- Monday- Friday 35-40 hours p/wk. (occasional weekend and evening hours)

Compensation and Benefits:

- \$65,000-\$75,000 depending on experience
- Vacation, sick, and holiday pay included
- Medical, dental, vision and life insurance
- Retirement Plan

To Apply:

- Submit resume and cover letter to hiring@girlsincsb.org