



STAR VISTA

JOB TITLE: Development Associate
DEPARTMENT: Development
STATUS: Non-exempt, 30-40 hours/week
SALARY: \$20-24/hour

For more than 50 years, StarVista has helped people throughout San Mateo County navigate life's challenges. Our counseling, crisis prevention, youth housing, and early childhood services help more than 40,000 individuals each year. StarVista's strength-based, holistic approach informs our client services and our organizational culture, and is guided by our core values of respect, passion, partnerships, accountability, innovation, and integrity.

StarVista is seeking an enthusiastic self-starter, interested in a career in fundraising, to fill the role of Development Associate. This position is designed to support our growing agency and help build financial support for our programs. Reporting to the Director of Development & Marketing, the Development Associate will provide fundraising support to the development team in all functional areas including grantwriting, individual giving, donor relations, direct mail, marketing, and special events. This position offers hands-on experience, significant growth potential, and a supportive and learning environment.

POSITION PURPOSE & OBJECTIVES

Develop, maintain, and strengthen StarVista's sources of revenue by supporting efforts of Development team through hands-on fundraising efforts. Development Associate will participate in fundraising activities in all functional areas including grantwriting, individual giving, donor relations, direct mail, special events, and marketing.

ESSENTIAL JOB FUNCTIONS:

Individual Giving

1. Cultivate individual donors by providing site tours as needed.
2. Draft and update templates for donor acknowledgment and correspondence
3. Prepare and coordinate donor mailings including newsletters, annual report, special event mailings.
4. Track donor interactions through Database
5. Assist in managing individual donor pipeline.

Grantwriting and Research

1. Write compelling grant requests and proposals for private foundations
2. Prepare timely and accurate reports for foundations
3. Perform online research of potential new funders
4. Attend funder meetings, bidder's conferences, as needed

5. Collaborate with direct service staff, finance, and quality management teams for grantwriting and reporting.
6. Assist in managing grant deadline calendar and pipeline.

Special Events

1. Assist with registration management and ticket sales.
2. Assist with event execution, including logistics.

Development Operations

1. Develop working knowledge of development database, LiveImpact
2. Understand and execute process for gift entry and acknowledgment.
3. Create and run reports for giving history, mailings, and more.
4. Create and report on donor and foundation pipelines

Marketing

1. Assist Marketing Manager with production of printed/electronic collateral
2. Provide written content for Marketing including blog posts and social media

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Energetic and innovative
- Collaborative team player
- Excellent verbal and written communication skills
- Strong project management skills
- Flexibility and willingness to take on multiple tasks and projects simultaneously
- Deep appreciation of StarVista's mission and values.
- Be well-organized, able to prioritize deadlines, attend to details, and evaluate results

QUALIFICATIONS:

Two years of administrative, fundraising, or communications experience and/or recent college graduate with commitment to nonprofit sector.

All full-time employees receive medical, dental, vision, and life insurance benefits, accrue three weeks of vacation and two personal days in their first year of employment, and are eligible to participate in a Flexible Spending Account (FSA) and a 401K retirement plan. The agency recognizes 13 paid holidays annually. Flexible scheduling and telecommuting are possible. Reduced schedule can also be considered.

It is our belief that staff diversity promotes appropriate responsiveness to community needs, provides representative role models for all clientele, and improves the quality of our services in a host of ways.

Employment decisions and services provided to clients are not based on race, color, citizenship status, sexual orientation, gender identity or expression, national origin, ancestry, age, religion, creed, disability, marital status, veteran status, or any other characteristic protected by law. StarVista fully supports the Americans with Disabilities Act (ADA) and applicable state disability law.

To apply, please send a cover letter and resume, subject line: DEVELOPMENT ASSOCIATE, to Robin Rudikoff, robin.rudikoff@star-vista.org.