



Development Associate

Child Advocates of Silicon Valley is an independent nonprofit 501(c)3 organization founded in 1986. We serve children aged birth to 21 years old who are placed in the Santa Clara County Dependency Court System (commonly referred to as foster care) for having experienced trauma in the form of abuse, neglect and/or abandonment. We serve children in foster care by:

- ensuring every child has a caring and stable adult in their life, an Advocate, while navigating the system;
- influencing local policies and decisions that affect the children we serve;
- building enduring community partnerships to broaden and strengthen our impact.

We are also an affiliate of the National Court Appointed Special Advocates (CASA) Association. As an affiliate, we are responsible for operating the CASA program in Santa Clara County which entails recruiting, training and supporting CASA Volunteers.

POSITION OVERVIEW

Child Advocates' Development Associate is a member of the Development team. They are responsible for maintaining donor database, completing donor acknowledgement tasks, preparing, and submitting government grant reports, and providing accurate development reports and lists to Director of Development and CEO.

Supervisor: Director of Development

Status: Full-Time. 40 hours per week with occasional evening a weekend work required.

Location: Milpitas, California

Salary: Non-Exempt

Benefits: Medical, Dental, Vision; Flexible time-off

SPECIFIC DUTIES AND RESPONSIBILITIES

- **Donor Database**
 - Maintain donor database, Live Impact, by ensuring accurate donor information and coding.
 - Ensuring information about all payments received across multiple giving methods are gathered and entered accurately into donor database. This entails gathering of information on financial payments including checks, workplace giving platforms, direct deposits, and in-kind donations.
 - Produce timely and accurate thank you letters for donors.
 - Ongoing documentation of donor contacts/actions (phone calls made/letters sent/etc.).
 - Weekly and Monthly reporting to the Finance department for reconciliation.
 - Prepare and maintain monthly summary reports, dashboards, and major donor moves management and event reports for Director of Development.
 - Respond to ad-hoc reports and requests (board requests, donor inquiries, etc.).
 - Creating updated donor lists, mailing list and email lists for events, appeals, annual report and other mailings.

Sobrato Center for Nonprofits | 509 Valley Way, Building #2, Milpitas, CA 95035

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Tax I.D. No. 77-0250773

- Work with the Director of Development to produce quarterly give and get reports for individual board members.
- **Grants**
 - Maintain the internal grant notification process for all awarded grants, adjusting the process as needed.
 - Manage the grant reporting pipeline, including clearly communicating with staff their reporting responsibilities and maintain open communication with funding partners regarding reports.
 - Submit accurate, complete, and timely grant reports quarterly and annually for government partners and other partners as the need arises.
- **Other Responsibilities**
 - Meet deadlines as assigned.
 - Work as a part of the Development team during agency-wide fundraising and other events.
 - Excel at developing and maintaining internal and external relationships.
 - Open to working through the challenges presented by funding sources.
 - Deep desire and skill set to be an engaged member of the Development team, and other teams at Child Advocates.
 - Perform tasks under minimal supervision.
 - Demonstrate good judgment and discretion, including asking for help when needed.
 - Commitment to accuracy and detail.
 - Perform other related duties as required and assigned.

QUALIFICATIONS

Experience:

- Minimum 2 years of experience in database management, research, and/or fundraising.
- Demonstrated ability to learn and adjust to new circumstances.
- Demonstrated fast mover and thinker with a high level of creativity.
- Demonstrated creativity in project definition, execution and problem solving.
- Excellent communication, interpersonal, and organizational skills.
- History of strong customer service skills.
- Commitment to the mission of Child Advocates.
- Demonstrated ability to build and retain quality relationships with various populations: Board, staff, funders, donors, etc.
- Proficiency in Microsoft Office and Google Suite.

Accountability:

- Performs tasks under minimal supervision.
- Ensures good relationships with a variety of people.
- Demonstrates good judgment and discretion.
- Demonstrates strong commitment to accuracy and detail.
- Meets deadlines as assigned.

HOW TO APPLY

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to our recruiter, Michelle Gysin at michellerg333@gmail.com with subject line, "Development Associate Position". No phone calls please.

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION STATEMENT

At Child Advocates, we don't just accept difference — we celebrate it and recognize the value it brings to our kids, CASA Volunteers and employees. Child Advocates is proud to be an equal opportunity workplace. Equal opportunity and consideration are afforded to all qualified applicants and employees. We won't unlawfully discriminate on the basis of ancestry, race, color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, military or veteran status, national origin, race, religion (including religious dress and grooming), sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, request for FMLA, or any other basis protected by law (hereinafter referred to as "Protected Characteristic"). Child Advocates is committed to working with and providing reasonable accommodation to applicants with disabilities in accordance with the American Disabilities Act and state disability laws.