



Position Announcement

Job Title	Development Associate
Department	Development
Hours	Full-Time, Exempt, Some evenings & weekends required
Salary	\$49,000 DOE

Position Summary

The Development Associate position will provide support and work in collaboration with the Development team to achieve the fundraising goals of The Center. This position will work with the team to coordinate each of The Center's fundraising campaigns and signature events. As the Development Associate, this individual will play a critical role in managing a variety of administrative and organizational tasks that are vital to the success of the Development department.

Specific duties include:

- Inviting Center Supporters to invest in Center services and programs by giving a one-time, annual, or monthly donation, asking either on the phone, through email, or in person. Additional duties on the phone include answering inquiries, inviting supporters to events and to participate in campaigns.
- Assist with the Development department's appreciation and stewardship program, thanking donors for their support in person, through calls and cards, and by sending acknowledgement letters.
- Work with the Development team to grow The Center's monthly giving program and biannual fundraising campaigns.
- Provide support to the Development team by assisting in daily department needs and managing projects while exhibiting strong organizational skills with the ability to multi-task shifting priorities.
- Display excellent oral and written communication skills and be able to organize their work using tools, such as MS Excel and office equipment.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Education and/or Experience:** A bachelor's degree is preferred but not required. A minimum of two years of experience in customer service, sales or related field is required; prior experience in nonprofit fundraising preferred. Experience with Raisers Edge preferred. Prior experience working in the LGBT and HIV communities preferred, specifically in a non-profit setting. Excellent interpersonal skills, including the ability to communicate well on the phone is required.
- **Language Skills:** Fluency in English required. Fluency in Spanish preferred.
- **Other Skills:** Must demonstrate competence in working with a variety of diverse populations. Must have excellent interpersonal communication skills. Ability to manage multiple tasks with shifting priorities. Lived experience as a member of a historically under-served community (i.e., low income, communities of color, LGBT communities, immigrant communities, etc.) preferred.
- **Computer Skills:** Must be comfortable working in PC/Windows-based environments. Must have proficiency with Microsoft Office, particularly Word, Outlook and Excel.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

To apply: send your cover letter, application, and resume electronically to:
Megan Meek – mmeek@thecentersd.org

Application link: <http://www.thecentersd.org/join-us/employment-application.pdf>

Please note: We are unable to accept any phone or walk-in inquiries for this position.
The San Diego LGBT Community Center is an Equal Opportunity Employer.