



Position Announcement

<u>POSITION:</u>	Fund Development and Communications Associate
<u>STARTING SALARY:</u>	\$14.38 - \$16.18/hour

OVERVIEW:

The FD&C Associate is responsible for the daily accounting and processing of donor gifts into a database, processing donor thank you letters, processing in-kind donations, managing department files, writing and mailing correspondence for Director and Manager, and providing customer service to donors over the phone and in person. This position is the main point of contact for Third Party Events and our Holiday Giving Program. This position also supports several special events throughout the year and assists with general projects within the department. This position is the first and last point of contact for many active and potential donors, and as such must maintain the highest level of customer service and knowledge about donor protocol.

Duties include, but are not limited to:

- Provide administrative support and assistance as needed to the Director and Manager.
- Develop and maintain department filing system and department records.
- Work with Volunteer Coordinator to secure department volunteers and volunteers for special events.
- Maintain inventory of awards, recognition gifts and auction items.
- Ensure proper entry of donor names and contact information in Raiser's Edge donor database to ensure accurate reporting and prompt donor recognition.
- Track donor acknowledgements and thank you letters/notes for the department and CEO.
- Prepare gift acknowledgment letters, invoices and receipts.
- Prepare reports for various departments, managers, committees and FD&C staff.
- Process daily deposit and monthly reconciliation with the Finance department.
- Provide support and assistance, as needed, with fundraising events including, but not limited to, golf tournaments, auxiliary events, signature events and third party events.
- Manage the SCH social media sites, including Facebook, Twitter, and Linked In.
- Ensure the highest level of customer service for each contact.

QUALIFICATIONS:

A high school diploma or GED is required. An AA or BA degree with a concentration in business is preferred.

Three years of administrative experience, including database administration, and one year of customer service experience with an emphasis in problem solving are required.

Experience with Raiser's Edge and Greater Giving databases preferred.

Must possess a valid California Driver License, a reliable automobile and auto insurance.

TO APPLY:

Fax: (866) 659-6866

E-mail: jobs@kidshome.org

Website: www.kidshome.org

SCH offers competitive salaries and excellent benefits.
For additional details please visit our website at www.kidshome.org