



## There With Care of the Bay Area Associate Development Director Job Description

Founded in 2012, There With Care of the Bay Area's mission is to provide a wide range of meaningful and fundamental services to families and children during the critical phase of a medical crisis. We serve families referred by medical agencies, by building a network of services and people, to help ease the burden of life's day-to-day obligations with compassion and care. Partnering with individuals and local businesses, There With Care acts as a conduit between people with the desire to help and those that are in need of help, uniting the community in care.

### **Position Summary:**

The Associate Development Director will work with the Executive Director and the Development Director to develop and carry out an overall fundraising strategy to increase income from individual donors and institutional funders. The Associate Development Director will support the Development Director with on-going relationship building with key corporate and community partners. Through this collaboration, the Associate Development Director will engage and grow the community to support There With Care's outreach, serving the families and patients at Lucile Packard Children's Hospital Stanford and UCSF Benioff Children's Hospital San Francisco. This position is expected to manage a portfolio of donors and will need to be comfortable working across the spectrum of cultivation and stewardship reflecting best practices in the fund development field. This position is full-time with benefits.

### **Essential Duties and Responsibilities:**

The main areas of focus for this position are:

- 50% Community Outreach and Donor Management
- 30% Grants Management
- 20% Administrative Management

### **Community Outreach and Donor Management:**

- Prospects, cultivates and manages a portfolio of businesses, community groups, and individual donors.
- Supports the Development Director in their effort to engage potential major donors.
- Schedules and maintains a consistent flow of virtual and in-person meetings, phone calls and other touch points with individual donors and institutional funders.
- Coordinates with the Development Director all marketing collateral and community outreach pieces.

### **Grants Management:**

- Collaborates with the Development Director to create an annual grant plan that is in alignment with the goals of the strategic development plan.
- Prospects, cultivates, and secures grants.
- Manages all grant writing and follow up reporting requirements for received grants.
- Manages grant data and financial reporting.

**Administrative Management:**

- Maintains donor information in Salesforce by tracking all communications and engagement in our records.
- Expresses a thoughtful 'thank you' to individual donors and organizational supporters.
- Uses Salesforce to track all communications with supporters, review reports and the daily dashboard.
- Supports fundraising events and campaigns in planning and implementation.

**Required Skills and Abilities:**

- Excellent 'people person' with the ability to build relationships among staff, clients, and donors
- Effectively promotes the organization mission and vision
- Strong communication and intuitive skills to develop language needed for successful grant applications
- Savvy internet research skills, able to investigate granting organizations and assist in strategic analysis
- Multi-task efficiently while managing a high-volume workload in a fast-paced, changing environment
- A self-starter, data and deadline driven, and ability to multi-task with solid organizational and time-management skills
- Is motivated by results; can be counted on to meet and exceed goals successfully

**Required Education and Experience:**

- 3-5 years of fundraising and grants management experience highly preferred
- Demonstrated experience in working across the spectrum of cultivation, securing gifts and stewardship
- Excellent verbal and written communications skills
- Must possess efficient time management skills to consistently meet deadlines
- Strong analytical skills required, with ability to collect, conceptualize and analyze data
- Experience in Salesforce, Raisers Edge or other donor database software is a plus
- Experience working in a fast-paced environment and high-level of comfort managing constantly changing priorities

**How to Apply:**

Please submit your cover letter and resume to [iris.sagi@therewithcare.org](mailto:iris.sagi@therewithcare.org). Please put Associate Development Director in your email subject line.

This position requires a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

There With Care is an Equal Opportunity Employer.

*There With Care reserves the right to modify job responsibilities as described above when necessary. Employee has all rights as described in California State laws. Your Employment will be governed by our Employee Handbook. Please note that your employment is at-will and, therefore, may be terminated at any time by you or by There With Care, with or without cause.*