



A Refuge.  
An Advocate.  
A Strong Voice  
Against Domestic  
Violence.

**Position:** Development Associate

**Classification:** Non-Exempt, Full-Time

**Work Schedule:** 40 hours per week, Monday through Friday 8:30 AM to 5:00 PM that on occasion will require some evening weekends, and/or holiday hours.

**Worksite:** On-site at La Casa de las Madres' administrative office located at: 1269 Howard Street, San Francisco CA 94103. Adherence to COVID-19 mandatory Vaccine Policy is required.

**Agency:** La Casa de las Madres (La Casa) is a nonprofit provider of service for victims and their children. Founded in 1976, La Casa is San Francisco's oldest domestic violence program, providing comprehensive supportive services through an Emergency Shelter, 2-24 hour hotlines, non-residential Community Programs, and Community Education and Outreach Programs reaching 20,000 community members annually.

**Position Summary:** Under the direct supervision of the Development Manager, the Development Associate is a key member of La Casa's fundraising team. Spearheading implementation of a wide array of fund development activities including donor database management, electronic and direct mail solicitations, special events, donor stewardship communications, and web/social media projects, the Development Associate works collaboratively with the development team and across departments to identify, secure and grow individual and institutional donor relationships.

**Responsibilities:**

- Implement of a strategic calendar of fundraising appeals and donor stewardship communications including a bi-annual newsletter, in-kind and monetary campaigns.
- Support and produce successful active and passive fundraising events, in collaboration with the director of community partnerships and philanthropy, like the annual redHOT party, one-time cultivation events, workplace campaigns, and third-party fundraisers.
- Coordinate and support institutional advancement strategies through volunteer cultivation and engagement, prospect identification and research, and briefings and preliminary proposal drafting as requested.
- Manage and maintain effective donor relationships and records, including confidential donor database, communication, and filing systems spanning receipt, entry and acknowledgement of all monetary and in-kind donations.
- Develop content and implement strategies across La Casa's email and social media platforms, in collaboration with the Outreach Department, to cultivate contributions and grow engagement.
- Build donor relationships through presentations about domestic violence and La Casa's services to corporations, community groups, and business associations
- Assist the Director of Community Partnerships and Philanthropy in planning, implementing and evaluating annual fund development plan.
- Build and maintain effective working relationships with all program and support staff.
- Support accurate service data collection in compliance with grant reporting requirements.
- Special Projects and other duties as assigned.

**Minimum Qualifications:**

- Bachelor's degree preferred -- not required, with 2 to 4 years demonstrated and verifiable successful experience in nonprofit fundraising and donor/prospect development required.
- Direct experience planning and executing events and meetings.
- Excellent organization and time management skills.
- Strong interpersonal skills and the proven ability to work independently and collaboratively.

- Excellent communication skills and the ability to compose and articulate a clear, compelling case for support verbally and in writing.
- Ability to work with and within diverse groups of people.
- Demonstrated knowledge of Microsoft Office (Word, Excel, PowerPoint) and fundraising or database software applications.
- Completion of The Fundraising School's introductory course or similar training strongly preferred
- Understanding and sensitivity to issues of domestic violence, commitment to and ability to communicate the goals and philosophy of La Casa required.
- Ability to manage multiple projects simultaneously, in a fast-paced setting with shifting priorities and constant deadlines.
- Ability to meet physical requirements of the job including carrying, lifting, pulling and pushing 50+ lbs., and walking up and down stairs.
- Clearance through fingerprinting may be required; La Casa de las Madres will consider applicants, including those with criminal histories, in a manner consistent with San Francisco's Fair Chance Ordinance.
- Valid California Driver's License, clean driving record & insurable under agency policy. We will consider a non-driver with a valid California Identification Card.

**Required Competencies:** To perform the job successfully, an individual should demonstrate the following competencies in executing the essential functions of this position:

- Problem solving – identify and resolve problems in a timely manner by gathering and analyzing information skillfully.
- Interpersonal skills – maintain confidentiality, remain open to others' ideas and exhibit a willingness to try new approaches.
- Managing Up - Ability to exercise good judgment and manage communications with supervisor and/or agency leadership.
- Oral communications – speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and ability to conduct meetings.
- Written communications – edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- Planning/organizing – prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Quality control – demonstrates accuracy and thoroughness and monitors quality of own work.
- Adaptability – adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability – consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Safety and security – actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

**Other Information:** The Development Assistant position is non-exempt and full-time (40 hours per week) Monday through Friday 8:30 AM to 5:00 PM that on occasion requires the flexibility to work evening, weekend and/or holiday hours.

**Compensation:** \$58,000-\$63,000 per year-DOE, commensurate with the successful candidate's experience.

**Excellent benefit package includes:** Option between two Kaiser health plans, vision, dental, life insurance, long term disability, employee assistance program, tuition reimbursement, health savings account, employee funded 403(b) retirement plan with employer match option, 9/80 Alternate Work Schedule, 13 paid holidays, 2 additional paid days off for employee's birthday and work anniversary, and generous vacation plan.

**To Apply:** Send resume with cover letter in PDF format to: [hr@lacasa.org](mailto:hr@lacasa.org) or send to: La Casa de las Madres – DAA, 1269 Howard Street, San Francisco, CA 94103, Fax: (415) 503-0301.

**La Casa de las Madres is an Equal Opportunity Employer:** We cultivate a culture of inclusion for all employees that respects their strengths, views, and experiences. We believe that our differences enable us to be a better team. EEO Policy is available upon request. Formerly battered women are encouraged to apply.