



Development Specialist

Sunnyvale Community Services (SCS) seeks a mission-centric, passionate, and results oriented Development Specialist who will be responsible for managing the marketing and communications calendar, acts as the writer for the organization to contribute to newsletters, case for support, website pages, online and printed appeals, and stewardship outreach. The Development Specialist fills a critical role of overseeing Marketing activities to support Development, manage a portfolio of individual donors, support our annual fundraising event, and will assist with other development activities to help the organization meet its revenue goals and access the resources necessary to fulfill its mission.

Salary Range This is an exempt position with a salary range of \$68k-80k and includes a competitive package of paid time off, health/dental insurance, and a retirement plan.

DUTIES & RESPONSIBILITIES

- Manage a small portfolio of donors \$250 or less to help cultivate and steward them into increasing their gift and getting them more engaged with SCS.
- Coordinate and support all aspects of the planning and implementation of fund development activities. Including Annual Appeal, Giving Tuesday, Summer Ready to Learn Campaign, Annual Fundraising Event (Our Kids Our Community), Legacy luncheon, Community Engagement events, and donor appreciation and cultivation events.
- Work with CDO and Development Team to create and edit all content for monthly ENews, twice a year printed newsletter, and annual appeals.
- Work with Marketing associate to oversee SM posts and calendar.
- Provide administrative support as needed for Board activities such as Board Thank-A-Thon and planned giving and development committees.
- Utilize the donor database to record donor meeting notes, create and monitor campaigns, and track all fund development plan activities towards fundraising targets.
- Work on and oversee the creation and implementation of the annual report.

- Maintain the agency's Marketing calendar.
- Update the Brand guidelines and help create templates for all flyers and messages across all programs and services.
- As needed help research, write, and submit simple grant proposals, letters of intent, grant reports, and other materials or correspondence needed to support fundraising goals.
- Research new funders and sponsors to help grow the revenue from these sources.
- Submit sponsor requests to CSR reps and key contacts for sponsorship opportunities for all programs and track their benefits.
- Work with website administrator for weekly updates.
- Participate in agency meetings, training, and committees as requested.
- Perform other duties as assigned.

QUALIFICATIONS

- Bachelor's degree required.
- 3-5 years of experience working in Development; non-profit experience is preferred.
- Experience working with donors, volunteers, and corporate and foundation contacts.
- Outstanding communication and presentation skills.
- Strong organizational and project management skills – managing multiple assignments and quickly changing priorities in a fast-paced environment.
- Experience in planning and coordinating events is a plus.

PHYSICAL REQUIREMENTS

- Often required to sit in a stationary position, and repeated use of wrists, hands, and fingers for typing, writing, and holding objects (pens, pencils, phone, etc.).
- Occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, or kneel.
- Environment will be indoors and outdoors with a normal office environment amount of noise, with occasional increased noise if in warehouse.

- Vision abilities required by this job include distance for safety and close vision for reading, computer, etc.
- Ability to lift or move 50 lbs. occasionally unassisted.

THIS POSITION REPORTS TO

The Development Specialist reports to SCS's Chief Development Officer, Nivisha Mehta.

HOW TO APPLY

Please submit a resume and cover letter to jobs@svcommunityservices.org. Sunnyvale Community Services is an Equal Opportunity Employer and is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, contractors, vendors, and clients.

SCS requires ALL employees to be fully vaccinated against COVID-19, including a first booster.