



Donor Information and Grants Administrator, Part Time, 20 hours/week

We are currently seeking a part time, 20 hours a week Administrator to update and maintain information in our donor database, keep our grant application and grant reporting activities on track by monitoring tasks and flagging deadlines related to grant writing / reporting cycles; and provide skilled administrative support to the Development function including social media communication, donor correspondence, and assistance at agency events.

Primary Duties and Essential Functions

Database (70%):

1. Maintain an accurate and effective donor information platform
2. Input gift, financial, and biographical information to the database on a daily basis, ensuring integrity of the data, including input and output of all relevant donor information, technology management, and end-user training and support
3. Process daily donations to the agency; prepare acknowledgement letters and other correspondence
4. Provide support to CEO and Development staff by assisting with creation of reports, mailing lists, and donor lists
5. Work in partnership with Finance staff to pull queries, develop reports and reconcile the database to existing financial systems
6. Assist with the purchase, inventory, and distribution of agency materials/brochures to staff and community
7. Maintain accurate and up-to-date foundation, corporation, and individual donor files

Marketing, Development, and Communication duties (30%):

1. Coordinate the grant writing process: track new and renewing grant proposal opportunities from federal, state and local government sources; liaise with grant writers
2. Track grant reporting compliance; provide administrative support to the process
3. Support agency's social media efforts by posting supplied messaging, notifications about activities / events etc.
4. Provide excellent customer service to donors, volunteers, and others to nurture their connection to the organization;
5. Prepare donor acknowledgement letters and other correspondence
6. Assist and participate in special events
7. Arrange for delivery/pick up of donated items

Mission, values and culture

STAND! is a catalyst for breaking the multi-generational cycle of violence, promoting safe and strong relationships, and rebuilding lives. Our work is guided by our values of integrity, passion, compassion, safety, accountability, innovation, and collaboration. We welcome staff who can embrace these values, and who seek to create and participate in a culture of interpersonal kindness and accountability, with respect for every stakeholder in the agency; and for the contribution of everyone who joins us in this work. Read more about our mission-driven agency at <http://www.standffov.org/>

Qualifications

- Bachelor's degree or equivalent work experience
- Minimum of 4 years work experience within the nonprofit sector
- Experience using a donor database; proficiency in database administration and constituent management
- Excellent analytical and problem-solving skills; proficient troubleshooting skills
- Strong customer service orientation
- Able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and manage

- multiple priorities to ensure goals are met in a timely manner
- Ability to maintain donor information confidentiality
- Willingness to work some evenings and weekends, as needed

We consider the following basic requirements for employment with us:

- Proficiency in computer skills, especially using Word, Excel, customized databases and Outlook
- Ability to work with people from diverse backgrounds
- Commitment to maintain shelter-site confidentiality
- Understanding of the Agency's mission and ability to maintain appropriate boundaries with clients in all circumstances
- Reliable vehicle, valid California driver's license, proof of insurance, and clean driving record. Check to see if you meet our [driver requirements here](#). (MVR will be run prior to hire and periodically thereafter.)

Employment with STAND! is contingent upon clear fingerprint, criminal history check, clear MVR, and successfully completing U.S. Department of Justice Form I9. Continued employment is contingent upon successful completion of the Agency's mission-related required training.

Preferred qualifications

- Experience with Raiser's Edge donor database

We offer:

- The opportunity to make a difference in the lives of our clients and their families
- Hourly rate: \$20.25 - \$23.26 DOE
- Flexible schedule
- Benefits: Eligible to participate in STAND!'s ancillary benefits package including dental, vision, life insurance, AD&D insurance, retirement plan (employer match after one year of service), paid vacation, sick leave and personal holidays pro rata

To apply:

Apply by emailing a cover letter, resume and the names of three supervisory references to: resume@standffov.org or mail to: Human Resources, STAND! For Families Free of Violence, 1410 Danzig Plaza, Concord, CA 94520. Put 'DISC' in the subject line of your email, and **in your cover letter, please indicate the days/schedule you are available to work.**

STAND! For Families Free of Violence is an Equal Opportunity Employer committed to staff diversity. We welcome applications from qualified people of all backgrounds.

Re-posted: 9/25/2019