



safe place for youth

Job Title: Development Officer

Reports To: Deputy Director and Development & Communications Manager

Summary: The Development Officer will work alongside the Development & Communications Manager, Deputy Director, Grants Manager, Volunteer Manager and Executive Director to secure financial support from individuals, major gifts, corporations, event-based donations, program-related fundraising efforts, and in-kind contributions. This role will also be responsible for managing the donor database, tracking all incoming revenue, event logistics and sponsorships, support with marketing communications, and assisting with increasing the visibility of SPY's mission in the community.

Responsibilities:

- Assist in identifying and soliciting new sources of funding to expand donor base and build long-term, sustainable sources of income for the organization.
- Assist in maintaining and building on-going relationships with existing donors, focusing on the \$1,000-\$10,000 giving level.
- Identify, solicit, and maintain all Gift In-Kind donors and sponsors.
- Manage and maintain donor database system, including inputting all revenue and updating donor account information and pulling regular reports on fundraising goals and donor history.
- Support the fundraising and planning of special events, including budget management, day of logistics, vendor communications, sponsorships, ticket sales and communications.
- Develop and execute best practices for thanking donors including writing thank you letters, calling donors, gratitude plans, and organizing donor appreciation events.
- Increase visibility of SPY's community and youth efforts by speaking publically on behalf of SPY at external events and community gatherings.
- Assist in writing and creating marketing communications including website content, newsletters, program one sheets, annual report, social media, and funder reports.
- Work with the Development Team to create an annual fundraising and communications plan that meets revenue goals and raises awareness in the community about SPY's mission.

Job Qualifications and Experience:

- A commitment to and passion for the mission, vision, values and culture of Safe Place for Youth.
- Bachelor's degree
- Strong communication skills, written and verbal
- Strong computer/database skills. Proficiency in Microsoft Office (Word, Excel, Powerpoint)
- Impeccable editing and proofreading skills
- Excellent interpersonal skills
- Strong attention to detail
- Strong ability to take initiative
- Ability to work quickly, to prioritize and to handle multiple projects.
- Ability to work as a member of a team
- Must have reliable transportation and possess a valid California driver's license and proof of insurance.
- Ability to successfully pass a LiveScan background check.

Salary: DOE

TO APPLY:

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position and why they are passionate about Safe Place for Youth's mission to rachels@safeplaceforyouth.org

Safe Place for Youth, a project of Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment-qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.