

POSITION PLAN

Development Associate – Part time

Department: Development

Reports to: Development Manager/Director of Development

This part-time (20 hours weekly) position will support the Development Department with database management, prospect research, mass communication, and the proposal submission process. There is an option to work out of PBS SoCal's Century City or Costa Mesa office; however, weekly travel between locations is expected.

ESSENTIAL FUNCTIONS

50% Databases

- Computer proficiency in order to participate in computer network and use a number of software programs (Word, Excel, Access, Outlook); use and generate tables and reports; and data entry to the Department's main database
- Working knowledge of data-gathering techniques and ability to prepare concise, logical summaries and/or reports
- Ability to manage information across multiple sources, including donation databases, hard files, and digital files
- Ability to retain and implement database processes after training

40% Grants Administration

- Professional phone demeanor and the ability to assist with phone calls to administrators to follow up on proposals and schedule appointments
- Help prepare mass communications, including update reports, invitations, and grant proposals
- Assist with the identification and research of foundation/major donor prospects

10% Proposal Process

- Assist with pre-written text for word count and focus according to the guidelines of different online application forms
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree or comparable work experience
- Demonstrated experience working in a donor relations capacity.
- Valid CA driver's license and reliable vehicle
- Excellent verbal and written communication skills
- Ability to interact positively with all levels of the organization
- Comfort with learning new software
- Close attention to detail, the ability to work on multiple projects, and report to multiple people simultaneously
- Demonstrated ability to plan, organize and prioritize assignments, work independently and make effective timely decisions, despite tight deadlines and competing requirements
- Ability to maintain confidentiality and use discretion when responding to inquiries.
- Well-developed interpersonal skills to establish and maintain cooperative working relationships with colleagues and other Development staff members
- Demonstrated superior writing skills and knowledge of correct grammar, punctuation and spelling to compose, edit and prepare a variety of business correspondence.

Please submit resume along with salary requirements to hr@pbsocal.org