



Fund Development Associate - Mental Health Agency with great training opportunities

The Company: We are California's largest and most comprehensive nonprofit behavioral health provider, serving more than 30,000 children and their family members annually. For youth that exit our programs, more than 90 percent are living in the community, staying in school and remaining out of trouble.

Our Mission: We do whatever it takes to strengthen and advocate for children, families, adults and communities to realize their hopes for behavioral health and well-being.

The Position: We are looking for a full-time Fund Development Associate in Los Angeles

- We offer Competitive Compensation and Benefits!
- As well as Training and Development Opportunities.

RESPONSIBILITIES:

- Under the direction of the Fund Development Manager, the Fund Development Associate is responsible for supporting the activities related to the organization's fundraising and marketing plan, including annual appeals, sponsorship solicitation, communications, marketing materials, and events.

Requirements:

- At least 2+ years of Fundraising and/or Special Events experience, preferably as part of a Development Team and/or non-profit environment.
- Experience in donor maintenance or management; event sponsorship fulfillment a plus.
- Strong judgment, problem solving and decision making skills.
- Experience creating, overseeing, and reconciling expense and revenue budgets.
- Ability to multi-task and balance competing priorities.
- Reliable transportation (Proof of Insurance).
- Strong oral and written communication with a variety of constituencies.
- Teamwork and customer service.
- Strong organizational skills and attention to detail.
- Proficiency in, Google and Microsoft applications.
- Ability to operate cloud based and vendor platforms, including Raisers Edge.

Why Should You Apply?

- Generous Vacation Plan
- Paid Holidays
- Tuition Reimbursement
- 401k Matching



[Click Here for the Full Job Description and to Apply Today!](#)

EEO (Minorities/Women/Disabled/Veterans)

Have questions about this position or working at Uplift Family Services? Chat live with one of our recruiters by clicking the link below!

[Chat Now!](#)

Look for a blue chat window that will pop up on the bottom right hand corner of the page.