

Job Title: Development Analyst

Reports To: Chief of Development Officer (COO)

About CLARE|MATRIX: CLARE|MATRIX is a nonprofit organization providing effective and compassionate treatment, recovery, and prevention services for alcoholism and substance abuse to individuals, families and the community.

Since 1970, CLARE|MATRIX has provided quality substance abuse and mental health treatment to men, women and children, in southern California.

Through programs run by a compassionate, committed, results-oriented team of counselors, therapists, and administrators; CLARE|MATRIX continues to build its reputation as a leader in Evidence-Based Treatment practices and continues to break new ground in the areas of positive outcomes, outreach, research and community involvement.

Headquartered in Santa Monica, CA, CLARE|MATRIX maintains 18 facilities in the Southern California region; providing services to participants in a manner consistent with its Core Values: Compassion, Teamwork, Integrity, Empowerment and Adaptability.

Major Areas of Responsibility:

- Manage development database and data integrity.
- In conjunction with the Chief Development Officer, oversee the coding of all prospect/donor information maintained in the development database.
- Record all charitable gifts (soft credits, linked and matching gifts, in-kind, pledges and deferred gifts) received by CLARE|MATRIX.
- Design and execute reports on gift entry status, coding, appeal analysis, development funds progress against goals and solicitor assignment status.
- Become expert at the use of specialized reports, such as prospect sub-coding and reports of Major and Planned Gifts.
- Conduct prospect research.
- Maintain all department database record keeping.
- Prepare general correspondence for the department.
- Manage donor acknowledgement, including preparation and recording of personalized acknowledgements from the COO and CEO, as required.
- Perform data analysis and reporting for prospect research.
- Assist with campaigns and appeals as needed.
- Oversee website, including coordinating outside web development consultant, writing web copy, structuring page content, managing gift and event registration pages, posting events and ensuring accuracy of web content.
- Coordinate blog content, including writing and editing blog posts.
- Coordinate with Director of Communications and Marketing in updating social media,

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developing communications materials and general copyediting; and writing needs as necessary.

- Provide event support, as needed, including handling written and verbal RSVPs, running event reports of attendees, coordinating vendors, and obtaining permit.
- Answer general department telephone requests and triage phone calls for the department; make calls and appointments for the department.
- Recruit and supervise general development administrative department interns/volunteers.
- Handle ongoing and special projects as assigned by the CDO.
- Other duties as needed by the Development Department.
- Maintain good work habits including promptness, adherence to CLARE|MATRIX workplace policies, preparedness for meetings and events, and responsive follow-through on all donor, supervisor and staff requests.

Primary Objectives:

- Maintain database accuracy to support department goals.
- Ensure smooth Development and Communications operations.
- Record all pledges and gifts and handle deposits.
- Produce accurate and informative reports.
- Research and produce accurate and useful prospect research in a timely manner.
- Support overall department activities.

Knowledge, Experience & Skills:

The ideal candidate would have a strong administrative background with a minimum of 3-5 years of experience. In addition, the following are strongly desired:

- A passion for the mission, vision and values of the CLARE|MATRIX.
- Ability to multi-task and meet tight deadlines.
- Great attention to detail.
- Strong computer skills, particularly experience with fundraising CRM software (Raiser's Edge, iWave or similar).
- Excellent communication and documentation skills.
- Strong writing and copyediting skills.

Physical Demands:

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.



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Work Environment:

This job will be primarily located at the CLARE|MATRIX's offices in Santa Monica, CA. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

If you are interested, please send your cover letter and resume to Terry Morello at
tmorello@clarematrix.org

CLARE|MATRIX is an equal opportunity/affirmative action employer. CLARE|MATRIX does not discriminate because of gender, sexual orientation, race, religion, age or physical, mental or sensory challenges. No qualified applicant will be denied employment sole on the basis of having or not having a prior history of alcoholism or other drug addiction.