

The Arc is the largest, most comprehensive provider of services to children and adults with disabilities in San Diego County. We are a diverse team of dedicated individuals who are passionate about serving and empowering children and adults to live their most fulfilling and independent lives.

We live by our Person First, Person Centered value system to create meaningful days for our clients and each other. In hiring, we look for candidates that are a strong fit with our culture, as well as bring the talent and experience required by the position.

We are currently hiring a [Development Assistant](#) to join our team. You will understand how to use multiple media and communication techniques to represent the people we serve and effectively tell our story to donors and the public. This role requires attention to detail and organizational savvy.

Pay: \$25/hr; **Schedule:** 40hrs/week. Join us by applying online at www.arc-sd.com/jobs!

Who you are:

- Agile in switching priorities
- Committed to the most efficient way of accomplishing a goal
- Grounded and neutral in your approach to events and donors
- Dedicated and desire to work in an environment mission-focused on serving persons with intellectual and developmental disabilities

A typical day will include:

- Creating and managing marketing campaigns
 - Facebook
 - Instagram
 - Twitter
- Managing the donor membership campaigns:
 - Employee
 - Direct Mail
 - Stewardship
 - In-Kind Requests
- Maintaining donor communications
- Ensuring and managing Donor Appreciation
- Planning and hosting outreach events

What you'll need to be successful:

- Excellent verbal and written skills
- Comfort speaking at public presentations with crowds up to 500
- Knowledge about fundraising techniques

We'd love it if you:

- Had experience with fundraising software (Greater Giving, Raiser's Edge)
- Were culturally comfortable talking about and asking for money

The Arc of San Diego is an Equal Opportunity Employer. We have a strict policy against harassment and retaliation of any type and are dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

- *Our goal is to provide a work environment free from discrimination, harassment, and retaliation as well as other disrespectful or other unprofessional conduct based on any protected class: race (including natural hairstyles), color, religion (including religious dress and grooming practices), national origin, age (40 and over), medical condition, physical or mental disability, marital status, sex (including sexual harassment, sex stereotypes and pregnancy, childbirth and related medical conditions), sexual orientation, ancestry, genetic information/ characteristics, gender, gender identity, gender expression, transgender, military and veteran status, or any other characteristic or activity protected by law.*
- *We also prohibit discrimination, harassment, retaliation, disrespectful or unprofessional conduct based on the perception that anyone has any of the above characteristics or is associated with a person who has or is perceived to have any of those characteristics.*
- ***The Arc of San Diego is a federal subcontractor and shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.***
- *The Arc of San Diego will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified candidates with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If candidates need assistance to perform their job duties because of a physical or mental condition, they should contact the Head of Human Resources.*