Development Specialist

About Home of Guiding Hands

HGH was established in 1967 and is based in El Cajon, CA. We serve over 3,500 individuals diagnosed with intellectual disabilities such as Down syndrome, autism or cerebral palsy. HGH owns and operates 31- specialized group homes in East County and a 25,000 square foot resource center. With a workforce of over 750 employees, we were voted Top Places to Work in 2019 by the San Diego Union Tribune. We offer competitive salaries, nine/nine schedules and generous benefits. Please email Resume to: kaye@guidinghands.org.

Purpose

Working under the general supervision of the Vice President of Marketing & Development, this position plays an important role in supporting HGH and its missions to improve the lives of individuals and families who have been diagnosed with an intellectual disability or developmental delays.

The Ideal Candidate

This position requires new and ongoing interactions with the general public. An ideal candidate will be well-organized with the ability to prioritize, multitask, and work well under pressure. He/she can communicate effectively, and feels comfortable in all social settings.

Events

To support a portion of the planning, organization and execution of events managed by HGH. Work tasks can include but are not limited to: securing vendors (musicians, caterers, photographers, etc.), executing public promotions, managing lists of prospects, invitees, attendees, sponsors, and volunteers, soliciting and itemizing event-related auction items, and computing fundraising totals. Will also ensure that finances are processed appropriately including donations, and charges/invoices, and needed written acknowledgements.

Grants

This person will help with a portion of the grant writing and grants management for HGH. He/she will have a strong writing background in either a journalistic or technical field. Grant research and grants management experience is required. This role will oversee a portfolio of private family foundations, and provide support to VP of Marketing & Development, as needed.
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Mail Appeals
This individual will be solely responsible for acknowledging key stakeholder celebrations (Birthdays, Anniversaries, etc) and will be responsible for sending hand-written Thank you notes (about 50 per month) to individuals who give more than $500. Additionally, he/she will write the content for four direct mail solicitations and their coupled E-philanthropy efforts.

Database Management
Each person on the development team contributes to the donor management maintenance. This role will require entering a portion of the HGH incoming donations into the Donor Perfect database, generating reports, and creating mail lists. Additionally, this person will be responsible for managing three fundraising campaigns through the Classy platform. Database management also includes making changes to the HGH WordPress based website, as needed.

Requirements: Bachelors degree in Marketing, Business Administration, or related field, plus two or more years working in a development department at a non-profit agency. Software knowledge of Classy, WordPress and Donor Perfect preferred.

This is a salaried position, and the employee will be required to work in an office setting; may also be required to work evenings and weekends during special events. Employees can choose a standard 5-day, eight hour work week, or a 9/9 schedule.

Starting Salary of $63,000-$65,000; and we offer:

- Medical Care
- Dental Care
- Vision Care
- Life Insurance
- 403 (b) Retirement Plan
- Paid Vacation
- Paid Sick Time
- Pet Insurance