

SUMMARY

Operating under the mission of serving God by serving those in need through programs that foster hope and dignity, ECS inspires children, empowers adults and transforms communities by providing vital, high-quality social services. ECS provides more than \$30 million in health and human services in the areas of homelessness, mental health, poverty, addiction, and early childhood education. ECS is searching for a **Development Specialist** who will embrace our core values of excellence, compassion and service and exhibit a strong commitment to supporting the life-changing services offered.

GENERAL DESCRIPTION

ECS is seeking an individual who is motivated to be a part of an organization that *inspires children, empowers adults, and transforms communities*. A leader to join us in our commitment to a community where all are supported to reach their potential. Reporting to the Associate Director of Development, the Development Specialist plays an important role by performing a variety of skilled administrative and clerical activities, with emphasis on maintaining the Raiser's Edge database for reporting, communications, campaigns and events. This team member will assist in managing and supporting activities related to major donor giving, monthly donations, ECS' employee giving program, planned giving, and special events.

ESSENTIAL FUNCTIONS

1. Process donations and manage database query and fundraising-related reports using Raiser's Edge software, craft donor acknowledgement letters and other correspondence.
2. Create and maintain internal donor files and databases.
3. Coordinate special fundraising initiatives and events. This will include the preparation of collateral materials, publicity, communication with sponsors, volunteers, committee members, and day-of logistics.
4. Assist in the coordination and distribution of media materials and direct mail appeals.
5. Provide department support for various Board committees to include preparing meeting agendas, taking and disseminating minutes, and loading appropriate meeting documents into SharePoint.
6. Conduct donor research and provide recommendations leading to the identification of prospective donors by utilizing internal and external sources and databases, including online, electronic, printed, publications and leadership networks.



7. Prepare confidential profiles and briefings for the Director of Development, Associate Director of Development and Chief Executive Officer and assist in the planning of meetings and strategy.
8. Provide operational support for the ECS volunteer program including, but not limited to, list generation, database synchronizations and routine data imports/exports.
9. Work with the finance department each month to ensure Raiser's Edge records are properly reconciled with the general ledger.
10. Assist with agency communications and public relations efforts.
11. This job description is not intended to be all-inclusive, and employee will also perform other reasonable business-related duties as assigned by immediate supervisor and other management team members.

EDUCATION & EXPERIENCE

- Bachelor's degree in Social Sciences, Liberal Arts, Business Administration or related field or three (3) years of progressive administrative responsibility in a non-profit organization.
- A minimum of two (2) years' experience with Raiser's Edge fundraising and donor management software or related system is required and a dedication to data integrity, confidentiality, systems and upkeep.

OTHER/SPECIAL:

Ability to pass a physical examination, drug/alcohol and tuberculin skin test. Proof of COVID-19 vaccination required. Fingerprint clearance and criminal check required. Free from exclusion and debarment. Verification of current driver's license and insurance required for personal car usage.

Compensation: \$22/hr. For complete job description, additional information and to apply, please visit our website: <https://www.ecscalifornia.org/careers>.

ECS accepts online submissions only.