



DEVELOPMENT ASSOCIATE

THE ORGANIZATION:

Pathways Volunteer Hospice (Pathways) began as a community outreach program developed by Lakewood Regional Medical Center in 1985 serving just 100 individuals. Since 1986, we have operated as a separate community-based 501 (c) 3 not-for-profit organization, dedicated to empowering the most vulnerable members of the Greater Long Beach/Lakewood and surrounding communities. Today, 40 years later, our organization serves more than a dozen cities spanning across the Los Angeles and Orange County areas, impacting over 3,500 individuals, ranging in age from 5 to over 90 years, annually. Pathways partners with a variety of social service and health-related organizations as well as volunteers to provide compassionate care and comprehensive support to families living illness and loss. Through our three-part “Circle of Care”, we serve those facing some of life’s most difficult challenges by providing (1) Care Navigation for older adults and chronically ill, (2) Hospice Care for clients and their families experiencing a terminal illness, and (3) Bereavement Counseling and Support for children, adults, and families in grief. We do all of this **at no cost**, eliminating barriers to service for our clients and their families.

SUMMARY:

The part-time Development Associate will play a vital role in securing the financial resources necessary to support the organization's mission and programs. This individual will be responsible for developing and implementing fundraising strategies that encompass cultivation of donor relationships, corporate giving, long-term giving opportunities and support of all other agency development activities.

The Development Associate is a regular, part-time, non-exempt position that requires 20 hours/week. The ideal candidate must be available at least 3-4 days/week and should be comfortable with flexible hours and potential evening and weekend work for events. Occasional travel for meetings, events, or donor visits may be required. Workdays/hours are negotiable based on agency needs. Salary range: \$34-\$38/hour

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Fundraising strategy and planning:
 - Developing and implementing comprehensive fundraising strategies aligned with organizational goals.
 - Identifying and researching prospective funding opportunities from various sources (individuals, foundations, corporations, government agencies).
 - Setting and monitoring fundraising goals and metrics, adjusting strategies as needed.
 - Work with Board of Directors and serve as lead staff person for the Development Committee.
- Donor cultivation and stewardship:
 - Cultivate relationships with individual donors, corporate partners, and foundation representatives.
 - Develop and implement donor stewardship plans to engage and retain supporters.
 - Work closely with the Executive Director in building relationships with major donors and sponsors.
- Communications and marketing:
 - Collaborate with agency Grant Writer and Community Engagement Coordinator for outreach and funding opportunities.
 - Collaborate on newsletters, email campaigns, and other donor communications.
 - Contribute to the development of marketing materials and communication strategies for fundraising initiatives.
- Event planning and coordination:
 - Supporting the planning and implementation of donor engagement and fundraising events.
 - Cultivate donor attendance
- Data management and reporting:
 - Maintaining accurate donor and prospect data within the organization's database or CRM system.
 - Analyzing fundraising performance data and preparing reports for internal and external stakeholders.

EXPERIENCE AND QUALIFICATIONS:

- BA or BS degree from an accredited institution in Communications, Marketing, Nonprofit Management, Business Administration or other related field.
- Minimum of 2-5 years of fundraising and philanthropic experience including major and corporate giving, donor relations, individual donor campaigns, and special events, preferable in a non-profit organization. Knowledge of bequests/planned giving, IRA Rollover specifics are also desirable.
- Excellent written and verbal communication skills, including the ability to craft compelling proposals and presentations.
- Strong organizational and project management skills with the ability to manage multiple priorities and meet deadlines.
- Proficiency in using Microsoft Office Suite and donor management software (e.g., Bloomerang).
- Ability to work independently and collaboratively within a team environment.
- Commitment to the organization's mission and values.

TO APPLY Please submit your resume AND a cover letter to Vickie Kaefer at vickie@pathwayschb.org. Both documents are required for consideration.

Questions regarding the position can also be directed to this email address. We recommend including "Development Associate" in your email subject line."