



POSITION TITLE: Major Gifts Associate

DEPARTMENT: Administration

REPORTS TO: Director of Development

POSITION SUMMARY: Under the direction of the Director of Development, the Major Gifts Associate is responsible for providing assistance and support to the agency's development program.

SALARY RANGE: \$18.70 to \$21.00 hourly. Position is non-exempt, full time with benefits.

SCHEDULE: Monday through Friday 8:30 a.m. to 4:00 p.m. Will require work outside these normal hours to accommodate responsiveness to donors.

POSITION REQUIREMENTS

EDUCATION: Associate of Arts degree minimum, Bachelors Degree in related field preferred.

EXPERIENCE: Three to five years of previous work experience in fundraising and/or marketing.

POSITION KNOWLEDGE: Excellent writing and communications skills. Strong interpersonal skills. Donor database management experience, including analysis of donor information and giving trends preferred. Experience in fund development and associated fundraising activities. The Major Gifts Associate is responsible for all aspects of the Major Gifts Program. Experience in Benevon model of fundraising preferred.

PHYSICAL DEMANDS: Typical positions require workers to sit, walk or stand for long periods, lift and carry up to 25 pounds from floor to waist; bend, kneel and crouch, reach, hold grasp and turn objects.

LICENSE: Must possess a valid California Class C driver's license, proof of insurance, and have access to reliable transportation. Must have clear background check.

PRINCIPAL DUTIES

1. Must possess excellent communication skills, both verbally and in written format.
2. Strong public speaking and public relations skills required.
3. Must be dependable and demonstrate strong time management skills.
4. Self-starter with the ability to work independently (when appropriate) and as part of a team.
5. Must demonstrate excellent follow through on tasks.

6. Will coordinate all facets of agency's Major Gifts Program
7. Will coordinate Major Donor events and assist Development Department with other events.
8. Computer literate – knowledge of Microsoft Programs (Word, Excel, PowerPoint and Publisher), ability to learn donor tracking software and other programs as required to accomplish work duties.
9. Assist with Community Outreach – representing St. Mary's Dining Room at community fairs, presentations and other community events.
10. Attend and actively participate in agency staff meetings.
11. Show awareness and sensitivity to the diverse cultures represented in San Joaquin County.
12. Will embrace our mission statement and work to enrich the lives of the clients we serve.
13. Perform other duties as assigned to ensure the smooth operation of St. Mary's Dining Room.

St. Mary's Dining Room's mission is to respond to poverty in San Joaquin County
by feeding the hungry, caring for health issues and restoring human
dignity to over 700 individuals each day.