



**COMMUNITY BRIDGES**  
**PUENTES DE LA COMUNIDAD**

**Posted: June 15, 2017**  
**Open Until Filled**

**POSITION: SENIOR DEVELOPMENT ANALYST (LIMITED TERM)**  
**(BILINGUAL/BILITERATE ENGLISH/SPANISH PREFERRED—NOT REQUIRED)**

**PROGRAM: FUND DEVELOPMENT**

**POSITION DESCRIPTION:** Under the supervision of the Director of Development, the Development Analyst provides confidential and independent, responsible, and accurate technical, administrative, and analytical support in a variety of areas. These areas include but are not limited to the research and preparation of periodic reports, the management and maintenance of the agency's donor database, the management of the annual giving campaign and constituent information, the preparation of general development and marketing correspondence, management of volunteers in the area of development and marketing, presentation of development and marketing information to the Board of Directors and other various groups, attendance of meetings as a Community Bridges representative; assistance with development and marketing projects; and the completion of special projects. The Development Analyst works independently and performs additional tasks as assigned.

*For more details of what a day would look like for the Senior Development Analyst, please [click here](#).*

**DUTIES AND RESPONSIBILITIES:**

**Database:**

1. Manages and maintains the donor database for the agency, with support from the Administrative Analyst.
2. Updates and enters constituent, event, fund and campaign information
3. Updates addresses and merges duplications to ensure accuracy
4. Reconciles data entry activity against accounting records
5. Prepares and ensures accuracy of development reports and presentations to the board, staff, and development department as needed.

**Communications:**

1. Develops, presents for approval, and executes the agency's communications strategy.

2. Manages agency's online presence (Facebook, Twitter, Linked-In, website, etc.) by providing regular updates of content and graphics and ensuring information is current.
3. Produces publication-quality development and marketing correspondence, using InDesign or Canva.
4. Writes, edits, and helps produce agency communications, including fundraising letters, press releases, email newsletters, sponsorship requests, and thank you letters; copies and distributes as necessary.
5. Documents participant testimonials, including pictures, videos and quotations, and manage their inclusion in organization communication materials.

**Fundraising:**

1. Provides event support for programs as directed by the Director of Development.
2. Participates in the management of the annual giving program, including tracking progress, meeting program budgets, acquiring new donors, tracking gifts and recognizing donors.
3. Identifies and researches new funding sources including major donors, businesses, foundations, and corporations. Prepares and coordinates requests to funders as needed.
4. Supervises and recruits volunteers to assist with Philanthropy activities.

**Overall:**

1. Develops and maintains effective working relationships with other agency staff, representatives of funding and community organizations, and the public.
2. Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.
3. Uses appropriate judgment and discretion when dealing with information gained during the course of work; maintains confidentiality at all times.
4. Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressures.
5. Drives a motor vehicle as needed for mailers, events and meetings.
6. Other duties as assigned.

*Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.*

## **MINIMUM QUALIFICATIONS:**

### ***Knowledge:***

- of excellent writing, proofreading and verbal skills. A writing test is required;
- of updating web content;
- of standard development and marketing practices;
- of standard office practices and procedures,
- of personal computers and various programs; including general word processing, databases and excel;
- of methods of collecting, organizing and presenting data and information; and
- of the principles and techniques of procedures and systems analysis.

### ***Skill:***

- in basic development and marketing principles;
- in written and verbal communication;
- in providing timely, effective technical administrative support in a variety of areas;
- in researching and analyzing policies, procedures, regulations and rules, and in preparing reports;
- in researching, organizing, interpreting and analyzing data;
- in using a personal computer and ancillary equipment to do word processing, spreadsheets and database management;
- in independently maintaining and preparing a variety of documents;
- in effectively and independently organizing assigned tasks and working within deadlines;
- in using tact and discretion in handling a variety of sensitive and confidential matters;
- in developing and maintaining working relationships by dealing tactfully, cooperatively, effectively and respectfully with agency staff members, members of Board of Directors; agencies, community organizations, representatives of funding sources, contractors, governmental and regulatory bodies, and the public, including people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles.
- in managing volunteers; and
- in working independently to complete projects.

## **OTHER REQUIREMENTS:**

- Must have a valid California driver's license, have access to drive a motor vehicle incidental to the performance of the work, and be insured;
- Strong organizational skills, attention to detail, and experience in managing complex and multi-dimensional projects;
- Degree from a four-year college or University, in journalism, English or marketing preferred, or equivalent experience.;

- Must have at least one year of demonstrated experience in performing similar work, preferably in a public or non-profit setting, or educational equivalent;
- May work nights and weekends as needed;
- Must pass a criminal background check and maintain a clean record;
- Experience in photography is a plus;
- Must be able to lift up to 25 pounds.

**UNION:**

The Sr. Development Analyst position is represented by the SEIU bargaining unit.

**RATE OF PAY AND HOURS:**

- This is a limited term, non-exempt, 40 hour per week position (some flexibility on number of hours per week may be accommodated).
- The starting rate of pay is \$18.54-\$21.04/hour, depending on education and experience (plus a \$0.40/.10 per hour bilingual/biliterate differential after passing a test administered by the HR Department).
- Regular, on-site attendance is required.

**BENEFITS:**

- Paid holidays and sick leave, pro-rated.
- Paid lunch if applicable.

**TO APPLY:**

- Please submit:
  - A Community Bridges general application. The application may be downloaded at: <https://communitybridges.org/employment/>. Resumes can be submitted but will not be accepted in lieu of an employment application.
  - A writing sample.
  - A design sample if you have one.
  - Any relevant college transcripts, licenses, and/or certificates.
- Application materials may be submitted by email (hr@cbridges.org), fax (831-688-8302), or in person.

**COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.**

**Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.**

I understand the responsibilities and standards of my position, as listed above, and I agree to fulfill them to the best of my abilities.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Sr. Development Analyst (16A): 6/87; 2/88; 6/88; 5/97;6/00; senior analyst 6/00; 3/05; 9.05; 1/08; 10/08; 5/10;7/10/12 benes. Language;7/17/12 lifting requirement; 6/20/14; 6/30/14; 12/14; 12/5/14; 6/8/16 updated language, reclassified to 16A from 12A.; updated ROP 6/14/17;*