



Southern Caregiver Resource Center

Caring for those who care for others

JOB ANNOUNCEMENT COMMUNITY RELATIONS SPECIALIST (A FUND DEVELOPMENT POSITION)

ORGANIZATION

Southern Caregiver Resource Center (SCRC) is a private, non-profit social services agency that has been offering services to family caregivers of adults with chronic and disabling conditions since 1987. SCRC is the leading provider of free caregiver support services for families caring for frail older adults and adults living with Alzheimer's Disease or related disorders in San Diego County. With a team of highly-qualified, professional staff, SCRC supports families through a full range of programs and services such as Specialized Information, Family Consultation/Case Management Services, Respite Care, Short-term Counseling, Legal/Financial Consultation, Education and Training, Support Groups, Employer Resources and evidence-based programs such as REACH2Caregivers/CALMA.

POSITION SUMMARY

Reporting to the Executive Vice President (EVP), the Community Relations Specialist (CRS) is a full-time non-exempt position and a member of the Education and Development team. The CRS coordinates all fund development activities. Identifies and researches prospective donors for a wide array of fundraising initiatives/campaigns, prepares donor and corporate profiles, searches for funding opportunities, manages the year-round corporate partners program, prepares proposals for agency support, helps develop and cultivate donor relationships. This position is also responsible for coordinating educational activities for both community education and fundraising.

RESPONSIBILITIES

- Research and maintain individual donor profiles on current and prospective donors and maintain donor prospect pipeline using SCRC's donor database and other wealth management systems.
- Develop and manage donor and corporate sponsor stewardship (e.g. thank you calls, acknowledgement letters, holiday cards, birthdays, TY for event participation, etc.).
- Research and identify business and family foundation funding opportunities.
- Working with key personnel; prepares proposals for agency support (e.g. grants, underwriting opportunities, sponsorships, etc.).
- Develop and coordinate fundraising events (in-person and virtual).
- Manage and maintain development database.
- Help coordinate meetings between President & CEO and/or EVP, with donors, business leaders and family foundation executives.
- Along with key personnel, solicits sponsorships and other donations and/or in-kind items (e.g. prizes, plaques, printing, etc.) to support SCRC community events.
- Coordinate presentation requests and inquiries.
- Develop and manage marketing pieces and development materials.
- Attend and present at community meetings and networking events as required.
- Perform other duties as assigned.

QUALIFICATIONS

- Be a curious, creative, and tenacious researcher with outstanding analytical skills, attention to details, as well as be highly organized and deadline driven.
- Commitment to the mission, vision, and values of Southern Caregiver Resource Center (SCRC).
- Proven team player; ability to collaborate and engage with all staff.
- Innovative self-starter.
- Strong work ethic with an orientation towards constant innovation and process development.
- Ability to deal with constant change in a fast-paced setting.
- Ability to balance and prioritize tasks and projects.
- Demonstrated strength in oral communication, including ability to persuasively present and interpret the mission, goals and programs of agency to prospective donors and volunteers, in individual meetings and in front of groups.
- Demonstrated ability to communicate effectively in writing to a variety of audiences comprising of SCRC's donor/prospect base, preparing proposals and reports.
- Sensitivity to confidential information.
- Social skills, and self-confidence to work successfully with a variety of individuals and personalities (board members, community leaders, corporate leaders, foundation representatives, financial advisors, etc.).
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies.
- Ability to work evenings and weekends as required.
- A bachelor's degree in business administration, communications, marketing, non-profit management, or a related field.
- Familiarity with San Diego's philanthropic community, preferred.
- Experience with non-profit fundraising.
- Exceptional written and oral communication skills, including effective public speaking experience with community stakeholders.
- Knowledge of and proficiency in the use of computers, office equipment and software programs including Microsoft Word, Microsoft Excel, Power Point, Publisher, Outlook and Exceed (or other donor databases).
- Ability to learn and utilize additional software programs and databases as needed.
- Proof of a valid California driver's license, adequate automobile insurance coverage and vehicle for use on the job, or reliable transportation.

COMPENSATION AND BENEFITS

Salary commensurate with experience. Full-time employees have access to excellent benefits including generous paid time off, sick time and 12 paid holidays. Exceptional health, dental, vision, 403b matching retirement plan and mileage reimbursement. Position works 40 hours per week, typically Monday through Friday.

APPLICATION PROCESS

Submit resume to Martha Rañón, Executive Vice President, at mranon@caregivercenter.org.

While each department has their specific roles, our staff prides itself on working together to support the whole agency. Come be a part of a team where you can take pride in knowing that you are making a difference in our community and the people we serve!

This is a remote position where employee can work remotely and in SCRC office locations.

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