

BUENANUEVA FOUNDATION, INC.

Development Associate

Job Description

Supervisor: Executive Director

Salary Range: \$30,000 - \$40,000 DOE
Full-time

Benefits: Health, dental, 2 weeks vacation and 11 paid holidays

Basic Assignment and responsibilities:

The *Development Associate* will assist the Executive Director with the implementation of the organization's development plan, preparing grant proposals, cultivating donors and coordinating annual fundraiser events. Primary emphasis includes grantwriting, investigating and researching potential funding sources for Buenanueva Foundation, Inc.'s programs and general operating support needs; preparing proposals, reports and publications to be sent to foundations, corporations, government agencies and individuals; maintaining an organized up-to-date grant proposals report. Exhibit versatility in considering the demands of the job and ability to prioritize. Show creativity and skill in working at both the strategic and operational level. The *Development Associate* reports to the Executive Director and will work closely with the Board of Directors' Development, Programs and Fundraising Committees.

General Responsibilities:

- Knowledgeable of non-profit fundraising methods, deadlines and procedures.
- Maintain funding files (with historical records of earlier attempts and results, materials concerning guidelines for funding requests, etc.).
- Will visit funding resource facilities and source agencies to promote Buenanueva Foundation, Inc. programs, as deemed necessary by Executive Director,
- Submit account of development work to Executive Director and Board of Directors.
- Attend fundraising conferences and workshops as deemed necessary by Executive Director.
- Service the annual Gala, Golf, and other(s) benefit fundraisers throughout the year (i.e. arrange for meetings, take meeting minutes, carry out work requested by committees, etc.).
- Assist in seeking in-kind donations for fundraising events (i.e. auctions, raffles, etc.)
- Assist in seeking matching gifts from foundations and corporations for programs funded partially by grants from corporate, foundations and individuals.
- Develop personal contact with past and present donors.
- Present a positive example of Buenanueva Foundation, Inc. staff in appearance, attitude, punctuality and performance.
- Prepare annual grant writing and fundraising plan for submission to Executive Director.
- Develop an e-newsletter to maintain funding sources and donors to highlight the organization's accomplishments.

- Collaborate to ensure that workshops, meetings and activities carried out by the organization's programs funded by major donors are conducted as expected.
- Develop and implement plan to meet the programs' contracting or funding source needs including recruitment, contracting, and monitoring of licensed providers.
- Other duties as assigned by the Executive Director.

Requirements

This position requires demonstrated track record of ability to raise funds, excellent knowledge of non-profit fundraising methods and skills in grant proposal writing, editing, proofreading, and organizing with strong computer (Word, Excel, e-mail, web research), and personal skills. Ability to work independently, manage multiple projects and deadlines a must. Bilingual English/Spanish preferred.

Dear Development Associate applicant:

In order for us to get an idea about your track record of ability to raise funds and to set an interview, we would like to know more about your grant writing experience, please answer the following questions. The answers can be answered in a separate sheet; you can e-mail or fax your answers to fax: (626) 795-7664 / e-mail buenanuevafoundation@earthlink.net. Please remember to write your name at the top of the answer's page.

- 1) How successful have you been in the recent past in raising funds?**

- 2) How did you do it?**

- 3) Who were your past resources?"**

- 4) How would you go about having your past resources become interested in donating to Buenanueva Foundation, Inc.?**

- 5) How much funds do you think you could actually bring in during your first year with us?"**