



Southern Caregiver Resource Center

Caring for those who care for others

JOB ANNOUNCEMENT DEVELOPMENT OFFICER

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.

Position Description

Development Officer is an exempt position and a member of the Senior Management Team. The position is responsible for developing and implementing a strategy for growing the base of individual donors, major gifts, business partners, sponsors, and planned and foundation giving to meet the increasing revenue goals of the organization. The position reports to the Executive Director and works with agency leadership, volunteers and key staff on fundraising projects, collaborates with the agency's grant writer and serves as a liaison to agency partners, donors and community stakeholders.

Qualifications

- A bachelor's degree in business administration, communications, marketing, gerontology, social work, non-profit management, or a related field; CFRE designation desirable.
- A minimum of five years proven fundraising experience generating \$300,000 + of revenue/year.
- Familiarity with San Diego's philanthropic community.
- Experience and knowledge with non-profit operations and management.
- Passionate, innovative self-starter, accountable for results, detail oriented, efficient, accurate, and able to balance and prioritize tasks and projects in a constant changing fast-paced setting.
- Proven team player; ability to collaborate and engage all internal/external stakeholders.
- 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, analyzing data, preparing proposals and reports.
- Computer proficiency in MS Office (e.g. Word, Excel, PowerPoint) and database management.
- Proof of a valid California driver's license, adequate automobile insurance coverage and vehicle for use on the job, or reliable transportation.

Salary and Working Hours

Salary commensurate with experience, plus excellent benefits including generous paid time off, sick time, holidays, health, dental, vision, EAP and 403B. Position works 40 hours per week, typically Monday through Friday. Must have ability to work evenings and weekends as required.

Application Process

Submit resume to Kami Shevlin, Director of Administrative Services, at kshevlin@caregivercenter.org