



**California
Human Development**

Creating opportunities for people to rise above barriers in their pursuit of better lives

<p>PROGRAM/DEPARTMENT: Program Planning and Development/Admin</p> <p>LOCATION: Santa Rosa, CA</p>	<p>CHDC is committed to implementation of an Affirmative action Policy and the Americans with Disabilities Policy in its recruitment selection and placement of all personnel.</p> <p>CHD is an Equal Opportunity Employer</p>
<p>JOB DESCRIPTION TITLE: Development Support Associate</p>	<p>POSITION STATUS: Regular Full Time FLSA STATUS: Non Exempt</p>
<p>SALARY: Grade 8</p>	<p>PROGRAM HOURS: Varies</p>

SUMMARY: The Development Support Associate assists the Development team in carrying out the development activities for all of California Human Development (CHD).

ESSENTIAL RESPONSIBILITIES AND DUTIES: Under the supervision of the Chief Executive Officer (CEO) the Development Support Associate is responsible for:

- A. Under direction oversee public relations activities for all agency programs and events in coordination with external contractors and program support staff.
- B. Planning and Coordination of agency events.
- C. Assist with researching possible funding opportunities.
- D. Responsible for primary production of collateral materials to be used in promoting agency programs and services, events and funding proposals; coordinate with program staff to support the orderly hand off of developed collateral materials and maintain electronic files for program maintenance and duplication of reports, pamphlets, brochures and fliers as appropriate.
- E. Generate awareness of and coordinate access to communication resources; create and maintain effective communication support systems for programs and projects.
- F. Coordinate agency website and social media efforts to engage communication with diverse target audiences.
- G. Coordinate media relations outreach with staff; monitor and track results of outreach and communications activity; work with programs in development and distribution of news releases, media advisories, etc.
- H. Provide administrative support to CEO and development staff as needed
- I. Accurately maintain donor database and records.
- J. Assist with routine administrative tasks related to proposals, grants, MOU's, donor relations etc.
- K. Provide periodic progress reports to development team and/or CEO as assigned or requested.
- L. Complete other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE SKILLS:

- A. Ability to read, analyze and interpret general service contracts or governmental regulations in English.
- B. Ability to communicate effectively verbally and in writing.
- C. Spanish-speaking ability highly desirable

MATHEMATICAL SKILLS:

- A. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- B. Ability to compute rate, ratio, and percent and to create and interpret charts and graphs.

REASONING ABILITY:

- A. Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- B. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- C. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- D. Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- E. Ability to use effective judgment in crisis situations
- F. Ability to solve problems and resolve conflicts effectively
- G. Should be one of caring and concern for other employees and clients served.
- H. Should build lasting relationships with both, giving them confidence in your skills and ability.
- I. Ability to maintain own psychological well-being.
- J. Ability to recognize and manage personal bias.

SUPERVISORY RESPONSIBILITIES:

NONE

QUALIFICATIONS:

EDUCATION:

Bachelor's Degree preferred or combination of education and/or experience necessary to perform the essential functions.

EXPERIENCE:

Possess ability to work collaboratively in nonprofit organization; have exceptional oral and written communication skills; be familiar with contact databases.

Experience with multiple communications and marketing software programs desired, including those associated with web content management, video and audio editing, photography, presentation, publishing and word processing. Proficient in use of Microsoft Office (Excel, Word, Publisher, Power Point, Outlook) Prefer experience with Adobe Photoshop and InDesign; familiarity with Adobe Illustrator and Pages.

Understand and use appropriate social media tools to fulfill CHD's communications mission (i.e. twitter, Facebook, Instagram, blogs, wikis, etc). Familiarity with or experience in web page development and/or management as well as ethical, responsible and strategic social media communications and marketing practices.

Possess ability to produce and edit content for development materials and other key materials. Experience using journalistic forms, styles, standards and techniques to effectively communicate agency and program information preferred.

WORKING CONDITIONS:

PHYSICAL DEMANDS:

The work environment is representative of those an employee encounters while performing the essential functions of this job.

Frequently: Sitting, Standing, Walking, Lift up to 25 lbs, Carrying, Seeing, Hearing, Speaking

Occasionally: Lift up to 40lbs, Pushing, Pulling

Seldom: Stooping, Climbing, Squatting, Kneeling, Twisting

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

May have exposure to hazardous materials/conditions.

CERTIFICATES, LICENSES:

- Valid California Driver's license.
- Proof of insurance on personal automobile.
- Satisfactory DMV printout of driving record.

ACCEPTANCE AND CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of my job as outlined above.

Employee's Signature

Date

Supervisor's Signature

Date