



**California  
Human Development**

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

<b>PROGRAM/DEPARTMENT:</b> <b>Development</b>  <b>LOCATION: Santa Rosa Central Administration</b>	CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel.  CHD is an Equal Opportunity Employer
<b>JOB DESCRIPTION TITLE:</b> <b>Development Associate</b>	<b>POSITION STATUS:</b> <b>FLSA STATUS:</b> <b>Regular Full-Time</b> <b>Non Exempt</b>
<b>SALARY: Grade 9</b>	<b>OFFICE BUSINESS HOURS: 8:00-5:00 hours may vary</b>

**SUMMARY:** Research, write, and submit grants for existing and new programs in support of California Human Development’s mission. Coordinate agency events.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:** Under the supervision of the Chief Executive Officer, the Development Associate is responsible for the following:

- A. Responsible for developing and writing grants, using independent judgement in prioritization, organizational capacity, and fit.
- B. Write proposals in response to federal, state, local, and private funding source guidelines and RFP’s in accordance with CHD policies.
- C. Project lead the development of proposals with relevant internal staff including task assignment to program staff, fiscal staff and HR staff to formulate and complete narrative needs statements, goals and objectives, work plans, evaluation components, required charts and tables, as well as budgetary elements to ensure sustainability.
- D. Submit complete proposals, concept papers and other funding documents in a timely manner and follow up with funding sources.
- E. Hand off funded proposals to internal stakeholders for implementation and reporting, including requirements for compliance with funding source regulations, guidelines, and directives.
- F. Develop partnership agreements, MOU’s, letters of support and commitment as necessary for proposal development in coordination with the agency’s strategic goals and programmatic exploration as set by the CEO in coordination with programs.
- G. Coordinate with appropriate staff input modification and renewal of contracts; including rewriting and updating of narrative components and budgeting of grant renewals.

- H. Attend committee meetings, public hearings and bidders' conferences, and make presentations related to funding development, negotiation and appeal. Generate and maintain necessary records and reports related to proposals and contracts.
- I. Establish and maintain positive relationships with public agencies, foundations, referral sources, and funding sources.
- J. Coordinate agency events including the annual fundraising event.
- K. May help with some marketing and /or social media projects.
- L. Support other development department functions.
- M. Perform other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**LANGUAGE:**

- A. Demonstrated excellent writing
- B. Ability to communicate effectively verbally and in writing with individuals and groups, including occasional public speaking.
- C. Ability to conduct effective public relations.
- D. Ability to read, analyze, and interpret general services contracts or governmental regulations in English.
- E. Spanish-speaking ability highly desirable.

**MATHEMATICAL SKILLS:**

- A. Ability to use arithmetic skills normally applied in this position.
- B. Ability to compute rates, ratios, and percentages.
- C. Create and interpret presentation charts.

**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 solve problems and resolve conflicts effectively.
- F. Possess a dedicated interest in serving disadvantaged people. Possess a caring attitude towards fellow employees and clients served.
- G. Ability and desire to inspire motivate and lead individuals.
- H. Ability to maintain own psychological well-being.
- I. Ability to recognize and manage personal bias.
- J. Ability to travel throughout the service area.
- K. Synthesizes complex or diverse information; Collects and researches data; designs work flows and procedures.

**SUPERVISORY RESPONSIBILITIES:**

NONE

**QUALIFICATIONS:**

**EDUCATION:**

- A. Bachelor’s Degree in a related field or its equivalent

**EXPERIENCE:**

- A. At least two years of experience in human services, administrative or business areas evidencing technical writing, budgeting and computer skills.
- B. Demonstrated competence in successful grant writing or other successful writing.
- C. Demonstrated experience with Grants.gov, SAM, county procurement process and community based donor advised process.

**WORKING CONDITIONS:**

A) **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires:

- Frequently: Sitting, Walking, Seeing, Hearing, Speaking, Standing,
- Occasionally: Stooping, Lift up to 40 lbs, Squatting, Kneeling, Carrying, Bending, Pushing/Pulling
- Seldom: Climbing, Twisting

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

B) **WORK ENVIRONMENT:**

This is a fast paced environment and the noise level is usually moderate. May have exposure to hazardous materials and/or conditions.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid California Driver's license.
- Proof of insurance on personal automobile.
- Recent 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