



Job Announcement

Title: Development Associate
Department: Development
Reports To: Deputy Director of Development
Status: Non-Exempt

Shanti is a San Francisco based non-profit that builds human connections to reduce isolation and improve quality of life.

OUR HISTORY: Dr. Charles Garfield founded the Shanti Project (Shanti) in 1974 as a young psychologist working on UCSF's oncology unit. It was there that he became aware of the profound isolation and loneliness experienced by so many of his patients as they faced a short life span. He resolved that no one should have to experience a life-threatening illness alone. And so, he began to train volunteers to provide sophisticated emotional and practical support while listening deeply, with compassion, to the stories and needs of people facing serious illness and death. This was the beginning of San Francisco Bay Area's **Shanti Project**, one of the first organizations in the world to train lay volunteers to treat what mainstream medicine does not and cannot treat - isolation and loneliness.

POSITION SUMMARY: This position reports to the Deputy Director of Development and contributes to the success of Shanti's fundraising strategies including institutional giving, individual giving, major gifts, planned giving, and events. The role will work closely with the Chief Development Officer and the Deputy Director of Development, with an opportunity to provide some general support to the Communications Director. This position will play a pivotal role in building and maintaining a dynamic development office and the Development Associate has the exciting opportunity to move forward the mission and work of Shanti Project.

PRIMARY DUTIES:

Institutional Giving (50%)

The Development Associate supports the Deputy Director of Development in writing, editing, and submitting grants and grant reports for the organization.

- Research and identify new sources of grant funding to support programs, organizational needs, and events.
- Develop and submit grant and event sponsorship requests.
- Draft text, as well as review, edit and proofread already-prepared text, for grant applications and grant reports.
- Assist in the development and review of project budgets for grant submissions.
- Manage compilation of data, client stories, client quotes, and photos for use in grant requests and grant reports.
- Support the development, review, and submission of grant reports, including financial information.
- Assist in the coordination efforts to exchange information and updates with program directors and Deputy Executive Director, summarizing and sharing information with Development Team.
- Responsible for grants data entry in Salesforce and generation of grants acknowledgment letters.

- Ongoing support of updating institutional revenue grant reports which are shared with organizational leadership.
- Contribute to the cultivation and relationship building with institutional funders.
- Assist with reconciliations of grant funding with the Finance Department.
- Support the Deputy Director of Development in serving as a liaison between program directors and the Development Department for grants and reports.
- Other duties as assigned

SECONDARY DUTIES:

Individual Giving, Major Gifts, and Planned Giving (25%)

The Development Associate supports the Chief Development Officer and Deputy Director of Development in cultivating, soliciting, acknowledging, and stewarding individual and major donors.

- Contribute to development of theme, messaging, design (“look”) and timeline for annual giving solicitations, including year-end, and special appeals.
- Coordinate logistics for preparing and sending direct mail and email solicitations.
- Draft and/or review, proofread, and edit appeals and acknowledgment letters.
- Contribute to development of donor-related correspondence and communications.
- Assist the Deputy Director of Development in preparing donor profiles and other support materials for the Chief Development Officer, Executive Director, and others.
- Coordinate the compilation of data, client stories, client quotes, and photos for use in appeal letters and other collateral.
- Coordinate logistics for donor cultivation, stewardship, outreach, and Legacy Circle events, as assigned.
- Assist in the preparation of Legacy Circle materials.
- Support the tracking and acknowledgement of Legacy Circle members.
- Support the tracking, stewardship, and growth of the monthly giving program.
- Serve as external ambassador for Shanti at community, civic, corporate, and funder events.

Special Events (15%)

The Development Associate works collaboratively with the Chief Development Officer and Deputy Director of Development to ensure the success of all special events.

- Provide logistical event support.
- Support registration and data entry related to special events.
- Prepare and send sponsorship solicitation packets
- Help coordinate tracking and reporting of sponsorships.

Communication Support (10%)

The Development Associate will support the Communications Director, on a limited basis, with outreach, and other general communication duties.

- Provide support across external communications channels, including website, e-newsletters, and PR
- Support development and printing of print collateral
- Other communication duties as assigned

QUALIFICATION/REQUIREMENT: We seek highly qualified candidates with as many of the following areas of knowledge, ability, skills and experience as possible:

- Tremendous attention to detail and highly organized.
- A clear resonance with and commitment to Shanti's mission and values.
- Excellent verbal and written communication skills.
- A minimum of 3 years of experience supporting non-profit fundraising efforts.
- A minimum of 2 years of experience with grant prospect research, writing and submitting LOIs, grant applications, and grant reports.
- Experience using and updating a donor database (e.g.: Salesforce, Raiser's Edge)
- Ability to track and manage multiple projects simultaneously.
- Prioritize tasks effectively, manage time well, and accomplish all key duties.
- Thrive under pressure to meet deadlines.
- Excellent ability communicate with a variety of constituents by phone, in person, and at events.
- Demonstrated ability to be resourceful.
- A collaborative working style with the ability to relate effectively with people from diverse backgrounds, as well as the ability to thrive individually.
- Ability to seek support from supervisor and teammates when needed.
- Strong computer skills including proficiency with Microsoft and Adobe suite of products.

COMPENSATION/BENEFITS: Shanti offers a competitive non-profit salary and comprehensive benefit package, including multiple fully covered medical options as well as dental and vision. Other benefits include life insurance, long term and short-term disability, chiropractic/acupuncture, Employee Assistance Program and Identity Theft Protection. A 403B saving plan is also available to all employees regardless of FTE status. Shanti allows for flexible schedules as well as promotes a culture of self-care for all our employees. In the first year of employment, employees earn 90 hours of sick time and 112.5 hours vacation annually and begin accruing sick time and vacation time starting their first day of employment with no waiting period (i.e. you can use as you accrue). Employees also receive 2 personal days annually as well as 14 paid holidays.

PHYSICAL REQUIREMENTS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Occasionally required to navigate and travel around the city of San Francisco.

EQUAL OPPORTUNITY: Shanti is an equal opportunity employer that supports and lives diversity in our staffing and values. Shanti complies with applicable federal, state, and local laws governing nondiscrimination in employment. We actively encourage and seek qualified candidates from people of all backgrounds.

APPLICATION PROCESS: To apply, please send a resume and a cover letter to Scarlett Chidgey, Deputy Director of Development at schidgey@shanti.org. Please no phone calls.