



## Proyecto Pastoral at Dolores Mission

Position: Development & Communications Associate  
Status: Non Exempt  
Salary: Hourly rate (\$23-\$26 per hour)  
Supervised By: Associate Director of Development & Communications  
Schedule: On-site 5 days a week in Boyle Heights

The Development & Communications Associate plays a critical role supporting the Development and Communications Department in donor stewardship, campaigns and appeals, external communications, grants prospecting and preparation support, donor research, fundraising events, volunteer coordination, and maintaining donor records on the database. This position supports the entire organization. The top candidate must have exceptional attention to detail, be a strong multi-tasker, highly organized, and provide excellent customer service. Commitment to Proyecto Pastoral's mission and social justice values is a requirement.

### **Responsibilities:**

#### Fund Development:

- Coordinate fundraising appeals, including direct mail and online
- Send donor acknowledgment letters, stewardship mailings, and appeals
- Regularly call donors to thank them for their gifts, and coordinate calling campaigns to make donation asks to upgrade, reactivate, or convert
- Coordinate and grow our Annual Holiday Drive with sponsors and staff, providing exceptional customer service to grow sponsors' philanthropic engagement
- Coordinate and grow corporate volunteers and steward them to encourage philanthropic participation
- Support with donor research and prospecting
- Provide administrative support with grant proposal submission and funder site visits as needed

#### Events & Volunteers:

- Support with soliciting and tracking event sponsorships
- Support with developing event materials
- Coordinate invite and guest lists
- Liaise with venue and vendors and ensure timely payment of invoices
- Support event communications & marketing, including post-event follow-up and stewardship

- Coordinate volunteers for events (Women of Impact, Bi-Annual Gala, and Annual Women's Conference) and year-round on-site volunteer opportunities for corporate groups

#### Communications:

- Maintain and update Proyecto Pastoral's website, including regular updating of the staff page, and creation of online landing pages and donation forms for campaigns
- Manage Constant Contact lists and create and send e-communications
- Support marketing material updates
- Support with the management of social media accounts (Facebook, Instagram, LinkedIn)
- Coordinate production of annual report and printed newsletter
- Coordinate with third-party contractors including printers, mail houses, and others as needed

#### Data Capture & Other

- Maintain and update donor data on DonorPerfect database
- Grow our newsletter list by capturing volunteer data and emails
- Support with tracking Board giving
- Track and record in-kind donations
- Schedule funder meetings
- Provide general support to the Development department as needed
- Be a team player and participate in Proyecto Pastoral's org-wide events, administrative meetings, and other activities as needed.

#### **Qualifications:**

- Bachelor's degree
- 1+ years of experience in an administrative position with a nonprofit
- High attention to detail
- Sensitivity to the importance of accurately recording donor data
- Highly organized and able to manage multiple priorities
- Excellent relationship-building and customer service skills
- Excellent communicator both verbally and in writing
- Commitment to Proyecto Pastoral's mission and social justice values
- Bilingual English/Spanish a plus
- Some experience in fundraising or communications, and use of software such as Constant Contact, Canva, Google Drive, Adobe a plus
- Experience using a database such as DonorPerfect strongly preferred

Apply at <https://www.indeed.com/viewjob?jk=3b9e8cfb454d3121>