

PROJECT HOPE ALLIANCE, COSTA MESA, CA

Mission: Ending the cycle of homelessness, one child at a time.

PHA Philosophies:

1. We start with the conviction that all things are possible for homeless children.
2. We believe our investment in children will yield a present and future dividend. We end homelessness today by housing families and prevent homeless tomorrow by journeying with their children into a future that does not include homelessness.
3. All of our focus is on ensuring that homeless children do not become homeless adults; our work is to be generational disruptors.
4. We serve children birth to age 24 because we believe journeying with them to adulthood will disrupt generational homelessness.
5. We help children, by supporting their parents. At the same time, we resource the parent only if it benefits the children.
6. We are called to provide children with opportunities and eliminate barriers, so they are free to believe that all things are possible for themselves.
7. We walk alongside families and children in partnership, giving them dignity while fostering independence, stability, and HOPE.
8. Our work is not finished until our Community is able to meet the needs for the housing, educational, social-emotional, opportunity, health, and esteem needs of children. Our greatest achievement would be to be no longer needed.

Job Title: Development Assistant

Reports to: Director of Development and Communications

FSLA Classification: Part-time (Approximately 20 hours per week), Non-Exempt

Supervises Others: No

Overview:

This position works with the Development Team to ensure donors are acknowledged, recognized, and retained.

Job Duties:

Provides stewardship assistance to individual donors and prospects, including:

- Prepare gift documentation to be entered into Salesforce database, including scanning.
- Data entry and database maintenance.
- Ensure that all donations are entered and/or imported into the database.
- Support the integrity of Salesforce database through ongoing maintenance of data integrity queries, SFUpdate email requests, constituent biographic or demographic updates, board and committee relations, and other changes as needed.
- Mail merge all thank you receipts, print, and mail in a timely manner.
- Write daily deposit slips and submit them to PHA Finance.
- Enter daily deposit on Monthly Reconciliation Sheet.
- Ensure donor and clients confidence and protect operations by keeping information confidential.
- Provide excellent customer service to donors by telephone and in writing.
- Other duties as assigned by management.

Qualifications:

- Excellent organizational and customer service skills.
- Administrative/clerical experience required, preferably in an office and/or non-profit setting.
- Attention to detail and consistency in work.
- Ability to follow directions.
- Experience or interest in non-profit development.
- Excellent computer skills, proficient and creative in use of IOS system and Microsoft Word.
- Ability to embrace and quickly adapt to change in a fast-paced environment
- Quickbooks and Salesforce experience a plus.

Physical Requirements:

This position requires the ability to speak, hear, and see, and to lift small objects up to 20 lbs. Requires the ability to travel locally and/or regionally. The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Resumes should be directed to Annie Weir, Director of Operations.

Please indicate “Development Assistant Position” in the subject line.

No telephone calls, please.

Project Hope Alliance
1954 Placentia Ave., Ste. 202
Costa Mesa, CA 92627
www.projecthopealliance.org

Location:

- Costa Mesa, CA 92627

Required work authorization:

- United States