



ACC SENIOR SERVICES

Position Title: Fund Development Assistant

GENERAL SUMMARY:

This position provides general administrative support for Fund Development efforts and fundraising events as assigned. Reports to the Fund Development Officer and works closely with volunteers, community organizations and ACC Senior Services (ACC) staff within a multi-site non-profit organization serving older adults.

JOB FUNCTIONS:

- Assists with maintenance of the donor/volunteer database by accurately entering weekly gift batches, adding/updating constituent records and preparing various reports and queries as needed.
- Works closely with volunteers to prepare for special events that raise funds for specific programs or for general support of the organization. Tasks include:
 - Preparation and follow-up on various print materials (solicitations, articles, ads, program booklet, signage, etc.)
 - Working closely with committee to plan and execute logistics.
 - Tracking income and expenses (includes processing Raiser's Edge batch entries for ticket sales and sponsorship donations.)
- Assists with a variety of general administrative tasks and activities related to day-to-day Fund Development operations with minimal review for accuracy and completeness. Tasks may include preparing reports and correspondence, filing, mailings, etc.
- Provides support with drafting annual appeal letters as well as writing and editing content and assisting with layout design of the quarterly ACC Newsletter.
- Prepare the postal labels and post office documents for bulk mail of appeal letters and quarterly newsletter.
- Provides support for ACC Marketing and Branding. Tasks can include website content updates, ACC corporate-wide print materials (e.g. flyers, ads, announcements, etc.) as well as articles and ads for non ACC publications (e.g. Land Park News, Pocket News, Currents, etc.)
- Actively participates in ACC team meetings to ensure effective integration of strategic, programmatic and administrative work plans of the organization and facilitates timely communication.
- Demonstrates compliance with ACC policies, procedures and standards.
- Other tasks as assigned.

REQUIREMENTS:

- Excellent English communication skills (oral and written).
- Some college and at least 2 years of work experience with increasing responsibility for office functions (minimum requirement).
- Proficiency in using word processing, spreadsheet, relational database, communications (e.g. email or social media) and graphics programs required. Experience using Raiser's Edge, Photoshop and/or In-Design software is desired.
- Typing speed at least 55 wpm.
- Ability to operate designated equipment such as computer workstation, digital camera, fax machine, multi-line telephone, calculator, photocopier, and audiovisual equipment.
- Available to work a Monday through Friday work schedule with flexibility to occasionally adjust hours to work evenings or weekends when needed.
- Experience in non-profit environment desired.
- Ability to work with diverse Asian and Pacific Islander language and ethnic populations.
- Ability to lift 30 lbs.
- Valid California driver license.

TO APPLY: Send both a cover letter and resume to ACC Senior Services, 7311 Greenhaven Drive, Suite 187, Sacramento, CA 95831 ATTN: Brenda Page, or fax to (916) 394-6392, or email to Twaterford@accsv.org. See www.accsv.org for further information. ACC is an Equal Opportunity Employer. All applications accepted until position is filled.