



DEVELOPMENT ASSOCIATE July 2017

The Position:

The Development Associate is responsible for providing support for the Agency's fundraising, events, gift processing and other related activities. The Development Associate reports to the Director of Development & Communications and works in close collaboration with the Development & Marketing Manager and Major Gifts Officer.

Employment Standards:

- Excellent analytical, computer, written and verbal communication skills required.
- Professional attitude, teamwork, and ability to maintain confidentiality a must.
- Associate or Bachelors degree, DonorPerfect, fundraising, marketing and event experience preferred.

Classification, Hours and Pay Rate:

- This position is non-exempt, 15.0 hours per week, pay dependent upon experience.

Please send cover letter of interest and resumes to:

Attention: HR
Family Service Agency
123 West Gutierrez St.
Santa Barbara, CA 93101
Fax: 805-965-2178
hr@fsacares.org
EOE