



CIVICORPS JOB DESCRIPTION

POSITION TITLE: Development Specialist

DEPARTMENT: Development

REPORTS TO: Grant Contracts Coordinator

DIRECT REPORTS: None

COMPENSATION: \$28-\$30/hour, full-time, in-person

ORGANIZATIONAL PROFILE

Located in West Oakland, Civicorps is a dynamic non-profit that includes two social enterprises. Civicorps' mission is to re-engage young adults, age 18-26, to earn a high-school diploma, gain job skills, pursue college, and embark on family-sustaining careers.

Youth at Civicorps have the ambition, talent, and perseverance to succeed; what they deserve is personalized mentoring and support as they develop a plan to achieve their goals. Our participants have experienced failures of multiple systems — the traditional school system, the justice system, and the child welfare system. Against a larger Bay Area backdrop of accelerating income inequality, neighborhood displacement, and food and housing insecurity, Civicorps' programs and support services are more vital than ever.

Through our unique mix of personalized academics, paid job training, trauma-informed support services, and pathways to college and careers, Civicorps helps resilient youth overcome barriers, cultivate their talents, and unleash their potential.

You can learn more about our work by visiting our website: <https://www.cvcorps.org/>

POSITION SUMMARY:

Reporting to the Grant Contracts Coordinator and joining a passionate four-member team that is committed to advancing economic and racial equity, the Development Specialist (DS) will serve as the main administrative support for the Development team. These duties include database design and management, gift tracking and acknowledgement, and report generation for Foundation, Corporate, Government and Individual donors. The DS must possess the ability to review small details to ensure the successful reporting of revenue. Finally, the DS works with Management staff to create data dashboards, improve data systems, and has an opportunity to help Civicorps create a more robust data-driven culture.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the supervision of Civicorps' Grant Contracts Coordinator the Development Specialist has 3 major responsibilities while having room for growth and additional duties:



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Development Support:

- Manage donor gift entry and data upkeep in Bloomerang (donor CRM)
- Support the Development & Communications Coordinator in managing two annual appeals: both direct mail and online
- Manage the process of acknowledging donations in a timely and accurate manner, personalizing letters and emails as appropriate.
- Acknowledge institutional donations, including thank you letters and other needed documents.
- Manage grant tracking in Bloomerang and in Excel trackers.
- Perform database clean-up as necessary, including returned mail, requests to opt out of mailings, etc.
- Assist the Development & Communications Coordinator with special projects and events as needed

Data Management:

- Input Corpsmember demographic and certification data into online databases Cityspan and CalJOBS and maintain hard files
- Support monthly revenue reconciliation between the Development and Finance departments
- Collaborate on evolving design and use of Bloomerang, a new platform for Civicorps
- Conduct database queries, generate reports and mailing lists for appeals, board reporting, event invitations, and other purposes
- Work across departments to track and maintain quarterly metrics in organization wide tracker
- Support the Grant Contracts Coordinator to ensure that all data tracking and file creation is compliant with funder requirements

Data Analytics:

- Develop operational dashboards and reports to monitor grant progress
- Assist with the development, implementation, and automation of reporting solutions by organizing data reports and visualizations
- Identify opportunities to improve existing reporting solutions
- Regularly examine data reports to identify and reconcile inconsistencies between departmental data tracking

MINIMUM QUALIFICATIONS

- Bachelor's degree in Information Systems, Business Administration, Nonprofit Management or equivalent experience
- Experience with CRM such as Salesforce, Raiser's Edge, Bloomerang or Donor Perfect preferred
- Exceptional attention to detail and accuracy in data entry and reporting
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook)



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- Strong interpersonal, organizational, written and verbal communication skills
- Superb time management and prioritization skills to meet project deadlines
- Capacity to multi-task, prioritize, problem-solve, and maintain a high level of confidentiality
- Ability to remain calm under pressure
- Commitment to serving the resilient young adults of the East Bay and help to create opportunities for their success

OTHER QUALIFICATIONS

- Experience with invoices or budgets or other financial tracking helpful but not required

EMPLOYEE BENEFITS

Civicorps has a culture of caring for each other, personally and professionally. We enjoy a working environment that includes ongoing staff activities, employee recognition programs, and much more. We are a family-friendly workplace. We support staff by offering flexibility to work remotely two or more days a week based on a mutually agreed upon schedule.

Civicorps offers a competitive employee benefits package including:

- Health Plan Options, which include mental health care. Select from Kaiser (HMO) or Aetna (PPO).
- Dental and Vision
- Employer paid Long Term Disability Insurance
- Employer paid Life, Accidental Death/Dismemberment Insurance
- Paid Time Off, with additional paid winter leave (5 days)
- Eleven Paid Holidays
- 403(b) retirement plan with generous company match
- Flexible Spending Account for Health/Child Care

NOTICE: The statements herein are intended to give a broad description of this job function and should not be construed as an exhaustive list of all responsibilities, duties and skills required. Other duties and/or projects may be assigned as needed.

Civicorps is an equal opportunity employer. We do not discriminate based on race, color, creed, gender, religion, sexual orientation, marital status, gender identity and expression, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, or any other unlawful consideration. We will consider for employment all qualified applicants, including those with a prior record of arrest or conviction, in a manner consistent with the requirements of applicable federal, state and local laws. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.

HIRING PROCESS

Civicorps actively cultivates an institutional culture that reflects the values of respect, equity, and inclusion that we seek through our work to amplify in the larger world. We welcome all qualified candidates to apply for this position and encourage applications from candidates whose lived experience gives them expertise in serving the communities we work with.



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To apply, please submit a cover letter and resume addressing your qualifications and interest in this position to civicorps.schools@cvcorps.org. Application materials that do not reference this specific position will not be considered. **No Phone Calls Please.**

We are eager to fill this key position. Applications will be reviewed on a rolling basis, with the goal of having this position filled as soon as possible.

Qualified applicants will be invited to an initial brief screening interview via phone or video. Selected candidates will then be invited to an in-person interview.

A final offer of employment will be contingent upon reference checks, and ability to pass state and federal background checks. As a re-entry program, we encourage and will consider for employment qualified applicants with arrest and conviction records.

We appreciate your time and interest in contributing your talents to Civicorps' mission! We wish we could respond personally to all applicants, but only those chosen to interview will be contacted.