

DEVELOPMENT SPECIALIST

The Development Specialist serves as a key member of Save the Family's development team. Under the direction of the Chief Development Officer, the position is responsible for assisting the Chief Development Officer, assisting in the execution and management of day to day administration, social media lead, events, marketing, fundraising and public relations strategies for Save the Family and the Affordable Rental Movement of Save the Family. The Development Specialist plays a key role in the development department's fundraising activities for the agency.

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| <b>DEPARTMENT</b>   | <b>DEVELOPMENT</b>       | <b>FLSA STATUS</b> | <b>NON-EXEMPT</b> |
| <b>SALARY RANGE</b>   | <b>\$32,000-\$36,000</b> |                    |                   |
| <b>MINIMUM QUALIFICATIONS</b>   |                          |                    |                   |
| <ul style="list-style-type: none"> <li>• Bachelor's degree in English, Journalism, Events, Public Relations or Business (Marketing) preferred, or high school diploma and 4 years of relevant experience.</li> </ul>  |                          |                    |                   |
| <ul style="list-style-type: none"> <li>• 2 years of experience in marketing/events positions with demonstrated strong knowledge of marketing, events planning and execution, public relations and social media.</li> </ul>  |                          |                    |                   |
| <ul style="list-style-type: none"> <li>• Ability to proof-read effectively and produce documents in the English language using proper sentence structure, punctuation, grammar.</li> </ul>  |                          |                    |                   |
| <ul style="list-style-type: none"> <li>• Some experience in the non-profit sector is preferred.</li> </ul>  |                          |                    |                   |
| <ul style="list-style-type: none"> <li>• Demonstrated proficiency in grammar and spelling.</li> </ul>   |                          |                    |                   |
| <ul style="list-style-type: none"> <li>• Be able to proficiently read and write the English language.</li> </ul>  |                          |                    |                   |
| <ul style="list-style-type: none"> <li>• Demonstrated excellent interpersonal communication skills.</li> </ul>  |                          |                    |                   |
| <ul style="list-style-type: none"> <li>• Since position requires frequent driving to various job sites to provide services and occasionally transport clients, a valid Arizona driver's license, reliable transportation, current auto insurance, and clean driving record are required.</li> </ul> |                          |                    |                   |
| <ul style="list-style-type: none"> <li>• Since position requires social media posting on mobile based software, a smart phone with own data plan is required.</li> </ul>  |                          |                    |                   |
| <ul style="list-style-type: none"> <li>• Be 25 years of age or older for liability insurance requirements.</li> </ul>   |                          |                    |                   |
| <ul style="list-style-type: none"> <li>• Valid Arizona Fingerprint Clearance Card OR must qualify for a valid Arizona Level One Fingerprint Clearance Card.</li> </ul>  |                          |                    |                   |
| <ul style="list-style-type: none"> <li>• Eligible to work in the United States of America</li> </ul>  |                          |                    |                   |

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### OTHER KNOWLEDGE, SKILLS AND ATTRIBUTES

- Demonstrate a commitment to the mission, vision, and values of Save the Family Foundation of Arizona.
- Demonstrated ability to effectively utilize a broad range of social media and email marketing tools.
- Adobe software and general graphic design knowledge a plus.
- Experience in tracking and entry of data in management software program, preferably MatchMaker Software.
- Ability to work hours outside the standard M-F work week.
- Ability to multi-task effectively, and meet established deadlines with little or no supervision.
- Ability to independently initiate, coordinate work, prioritize.
- Demonstrated excellent verbal and written communication skills.
- Possess a collaborative way of working.
- Be familiar with Save the Family's service population, including diverse cultural and socioeconomic characteristics.
- Demonstrated advanced proficiency in Adobe Products and Microsoft Office Suite including Word, Excel, Publisher and Outlook.
- Demonstrated proficiency in Facebook, Instagram, YouTube, Twitter, Periscope.
- Demonstrated ability to maintain strict confidentiality.
- Behave professionally in manner and appearance.

### KEY RESPONSIBILITIES

- Assure the achievement of marketing and events goals as set forth in the annual fund raising plan.
- Help Chief Development Officer oversee communications and public relations strategies that will result in a stronger awareness and a broader understanding and community support of Save the Family and its work to reduce family homelessness.
- Serve as lead staff person working with contracted PR Coordinator to provide content for them to write, edit and disseminate press releases and articles for publication in trade and mainstream press. Proactively oversee that they complete follow-up work with the media for maximum impact of released information.

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| <ul style="list-style-type: none"><li>• Under the Supervision of Chief Development Officer, develop, write, and edit multiple newsletters, email blasts and email marketing campaigns for general public, donors, board members and others.</li></ul>   |
| <ul style="list-style-type: none"><li>• Maintain consistency with the Save the Family and ARM message and branding through all collateral.</li></ul>  |
| <ul style="list-style-type: none"><li>• Manage social media accounts (Facebook, Instagram, YouTube, Twitter, Periscope) for Save the Family and the Affordable Rental Movement of Save the Family.</li></ul>  |
| <ul style="list-style-type: none"><li>• Alongside the Chief Development Officer, manage website for Save the Family and the Affordable Rental Movement of Save the Family.</li></ul>  |
| <ul style="list-style-type: none"><li>• Serve as lead staff person working with contracted event’s coordinator or Community Outreach Manager for the agency’s annual events:<ul style="list-style-type: none"><li>○ Annual fundraising events</li><li>○ Third party fund raising events</li><li>○ Donor cultivation events</li><li>○ Donor recognition events</li><li>○ Client graduation event.</li></ul></li></ul>                          |
| <ul style="list-style-type: none"><li>• Work closely with Community Outreach Manager on special events sponsorship solicitations.</li></ul>   |
| <ul style="list-style-type: none"><li>• Assist CDO to collect information about external/prospective donors as well as report running through MatchMaker database.</li></ul>  |
| <ul style="list-style-type: none"><li>• Work closely with donors and volunteer leaders to support CDO and development team.</li></ul>   |
| <ul style="list-style-type: none"><li>• Prepare and submit all required reports and monitoring activities in a timely and accurate manner.</li></ul>  |
| <ul style="list-style-type: none"><li>• Adhere to all behavioral General Competencies.</li></ul>  |
| <ul style="list-style-type: none"><li>• Adhere to all behavioral Management Competencies.</li></ul>   |
| <ul style="list-style-type: none"><li>• Adhere to STF and ARM policies and procedures.</li></ul>  |
| <b>NOTE</b>   |
| <p>This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor. Failure to adhere to all standards and expectations herein may result in corrective action.</p> |