

Eden I&R, Inc.

"linking people and resources"

570 B Street ♦ Hayward, CA 94541 ♦ 510-537-2710 ♦ FAX 510-537-0986



Job Description

Position: Development Officer

**Agency and
Program
Description:**

For over 40 years, Eden I&R, Inc. has been fulfilling its nonprofit mission of "linking people and resources" by providing a variety of services and products that benefit at-risk populations (e.g., very low income families; people living with disabilities; vulnerable seniors & youth; victims of domestic violence; the physically & mentally ill) throughout Alameda County. The Development/Officer reports to the Executive Director and works closely with the agency Management Team and Board of Directors to meet and expand the current fundraising program (approximately \$2 million), and assist in developing and implementing an enhanced marketing/public relations plan. The agency serves over 100,000 people each year, primarily through its 24/7, multi-lingual 2-1-1 phone line.

This is an exciting opportunity with a lot of potential to create systems, secure new funders, and introduce creative ideas.

**Position
Description:**

Fund Development:

- Identify, cultivate, and solicit NEW funding sources
- Manage all aspects of development of government and foundation/corporate grant proposals
- Maintain a calendar of fund development events, deadlines and follow up activities; and ensure all grant proposals are submitted well in advance of the deadlines
- Assist in creating and carrying out broad-based development plan, including special events, direct mail, and solicitations of in-kind donations
- Responsible for fund development database management and donor acknowledgements
- Provide staff support for board of director's committees

Marketing/Public Relations:

- Identify and cultivate potential markets for agency's products and services
- Make public presentations on behalf of the agency at a variety of events
- **Maintain marketing database and calendar of events**
- Assist in writing and producing the agency's program/marketing materials in electronic and printed formats
- Coordinate and assist in preparing updated online (website) & offline agency information including an agency annual report
- Prepare press releases and coordinate press coverage of agency programs
- Other duties as assigned

**Position
Requirements:**

- Strong project management, organizational, and planning skills
- Working knowledge of development/fundraising concepts and appropriate solicitation techniques
- Superior writing, communication, and presentation skills
- Results and detail oriented; ability to prioritize work assignments
- Proven successful track record of writing and receiving grants

- Proficiency in the use of Microsoft Office Suite and internet usage; knowledge of InDesign, SharePoint, cloud storage technologies and other database technologies preferred
- Experience using Twitter, Facebook, LinkedIn as well as other social media preferred
- Ability to work well under pressure and meet frequent deadlines
- Experience working as part of a team as well as independently
- BA degree
- At least 5 years of successful fundraising experience, in a nonprofit agency preferred
- A car and proof of insurance is required

Compensation: Annual salary commensurate with experience + benefits

Letter/Resume to: Human Resources Administrator
Eden I&R, Inc.,
570 B Street
Hayward, CA 94541
jobs@edenir.org

Equal Opportunity Employer