

JOB ANNOUNCEMENT

Development Director (Santa Cruz)



Part Time: 15-30 hrs a week (negotiable)

Reports to: Executive Director

Bargaining Unit: No

FLSA: Exempt

About Senior Citizens Legal Services

SCLS has provided high-quality, free legal services to elderly residents of Santa Cruz and San Benito Counties since 1972. The highest priority of the organization is to defend the right of the elderly to quality health care, social integration, to secure their persons and property, and to be free of discrimination on the basis of age or disability. We are committed to diversity and cultivating a culture of equity and inclusion within where all staff can flourish and grow professionally and well beyond.

Position Summary

The Development Director will engage in grant writing, grant management and other fundraising efforts in support of our mission. SCLS is in an exciting period of unprecedented growth and is solidifying our foundation in order to ensure sustainable expansion. This position is critical to that goal. In addition to grant seeking, grant writing and systems developed, SCLS has produced an impressive, fun Charity Gala for the past two years and the Development Director will oversee this continued effort. The position requires excellent communication skills and a strict level of organization, communication, confidentiality and professionalism.

Our preference is for this position to be based near our Santa Cruz, Watsonville, or Hollister offices, but we will consider applications from especially qualified candidates seeking to work remotely from other parts of the country.

Primary Responsibilities

- Establish and maintain a process for tracking and reporting on prospect and donor communications, commitments, actions etc. using a soon to be selected new database.
- Assist Executive Director and Executive Assistant with aspects of grant reporting and tracking
- Provide Support on grant applications, including both seeking new opportunities and grant writing
- Create our “stock proposal” for use with initial contacts and standardized communication with donors
- Assist with individual end of year giving campaign with current and prospective donors
- Oversee production of our once a year Charity Gala
- Develop and maintain professional relationship with internal and external stakeholders, other senior providers and community organizations.

- Provide input on ways to improve structures, efficiency and overall progress of organization;
- Coordinates with Senior Staff and Directors to ensure attendance at partner/funder events;

Competencies and Qualifications

- Demonstrated track record of successful grant management and grant writing preferred;
- Self-Starter, willing to work independently on a project basis;
- Must possess strong written and verbal communication skills;
- Must be computer literate (word processing, Excel, etc.);
- Must be detail oriented and be able to handle multiple tasks independently; and
- Familiarity with Salesforce, Clio or similar database platforms
- Familiarity with legal and social services funders in Northern California a plus
- Positive, professional, respectful and effective communication skills with diverse community populations
- Commitment to maintain the highest level of integrity and trust for the organization

Compensation

We offer a mission-focused work environment, a teamwork and community-oriented approach, and a competitive compensation package. We provide excellent benefits, including three weeks of paid vacation, two weeks of sick leave, two personal days each year, all federal holidays and some local, employer-paid health, dental and vision insurance premiums, and a Simple IRA with employer contribution, and mid-December holiday office closure.

The salary for this position will be between \$70,000 and \$80,000, pro-rated to part time.

To Apply

Interested candidates should submit a:

- Cover letter that conveys why you are drawn to SCLS's mission and what makes you a good fit for this position.
- Resume.
- Contact information for three references.
- Relevant writing sample

Submit via email, include "Development Director" in the subject line. Please email application materials directly to resume@seniorlegal.org.

We are an equal employment opportunity employer and do not discriminate on the basis of race, color, religious creed, sex, pregnancy, gender, national origin, ancestry, citizenship, age, medical condition, disability, marital status, sexual orientation, gender identity (including transgender status) or any other basis prohibited by law. SCLS is committed to providing reasonable accommodations to individuals with disabilities. If you require reasonable accommodations during any part of the hiring process, please email tridino@seniorlegal.org.

Mujeres, minorias Y personas con incapacidades se urge que apliquen

SCLS requires those working in its offices to be fully vaccinated against COVID-19. Reasonable accommodations to this requirement will be considered.

For more info, see: www.seniorlegal.org