



Development Associate

Contra Costa Interfaith Housing

The mission of CCIH is to provide permanent, affordable housing and vital support services to homeless and at-risk families and individuals in Contra Costa County. We strive to be inclusive, compassionate, and responsive to community needs. CCIH is a private, non-profit entity and there are zero religious requirements to access housing or services. CCIH provides services in site-based housing in Pleasant Hill, Concord and East County as well as scattered site housing and services throughout the county. We serve over 1,100 people per year.

Job Description

Communications:

- Assist the Director of Development in executing the annual communication plan for CCIH including an annual review in conjunction with the Executive Director and others as identified, and update as needed.
- Drafts and publishes CCIH communications (3-6x a month), via MailChimp and Facebook, working with the Director of Development.
- Ensures high quality photographs and videos depicting special events and programs are available for communications, as needed.
- Other duties as assigned including, but not limited to: phone calls, errands for development department, photographing/recording events and/or residents, etc.
- Attend monthly staff meetings (first Tuesday morning of the month) and weekly development meetings.
- Perform other job duties as required.

Grant Writing Support

- Maintain a calendar of grant application and report deadlines
- Draft grant reports and small grant applications as needed
- Research prospective foundation, corporate and other institutional funding partners

Donor engagement

- Respond to donor requests in a timely and courteous manner
- Participate in donor cultivation events as needed
- Help schedule and provide logistical support for donor tours and other engagement activities

Development:

- Maintain donor and auction software, including inputting all donor information, gift entry, event data, and more.

- Generate weekly acknowledgments and other donor correspondence; updates templates quarterly or as needed.

Event Planning:

- Handle planning and logistical support for events such as food, décor, and other operational needs. Events include, but are not limited to: Ruby Slippers annual gala fundraiser, volunteer reception, smaller scale donor engagement and cultivation events
- Assist in coordinating Ruby Slippers – data entry, solicitations, organization, and event set up.
- Attend and assists with monthly Ruby Slippers meetings (August-January).

Qualifications

- Bachelor's degree in Communications, Business Administration or related field or equivalent experience working with communications.
- Excellent written and verbal communication skills.
- Prior experience writing communication materials.
- Graphic design experience preferred, but not required.
- Ability to adjust schedule to include evenings and extend hours during auction season, as needed.
- Ability to organize and prioritize work to meet deadlines.
- Proficiency in the use of Microsoft Suite, MailChimp (or similar online email marketing tool), social media (Facebook and LinkedIn), WordPress, and basic knowledge of HTML.
- Must pass LiveScan screening and TB test.

Additional Information

- Ability to walk up and down stairs and up to ½ mile at any one time.
- Proof of valid driver's license and auto insurance.
- Ability to sit for up to 2 hours without a break.
- Ability to perform repetitive movements, such as typing and filing, and use of commonly used office machines and supplies.
- Ability to lift and move up to 25 pounds.

[To apply, click here.](#)

Salary is contingent upon skill and experience.

Contra Costa Interfaith Housing does not discriminate on the basis of race, color, ancestry, religious creed, national origin, ethnicity, gender, age, maritalstatus, disability, medical condition, or sexual orientation.

CCIH believes in and complies with the Americans with Disabilities Act.