



Development Assistant Community Engagement & Development Departments

Job Title:	Development Assistant
Department:	Community Engagement and Development
Reports to:	Community Engagement Manager & Development Manager
FLSA Status:	Full Time, Non-Exempt
Hourly Rate:	\$18.50

About Miracles for Kids:

Miracles for Kids is a 501(c)(3) nonprofit organization serving families with critically-ill children receiving treatment at one of four hospitals: CHOC Children's in Orange, Children's Hospital Los Angeles, Mattel Children's Hospital UCLA, and Benioff Children's Hospital in the Bay Area. By operating programs that provide financial aid, basic needs, and wellness to patients and their families, Miracles for Kids creates stability when families are crumbling from the financial and emotional devastation of fighting for their child's life. Founded in 2002, Miracles for Kids operates one office in Irvine, CA and a subsidized apartment complex, Miracle Manor, in Orange, CA.

Job Overview:

The Community Engagement Assistant is responsible for providing support to the Community Engagement and Development Departments. This role will provide support to 360 Miracle, the first-ever women's network to drive engagement and support for low-income families with a critically-ill child along with assisting the development team with donor tracking, acknowledgement, and administration. This position is a terrific opportunity to support fundraising efforts, planning and execution of 360 Miracle events along with utilizing tools to input and track donor capacity and activity. This position will also assist with follow-up, monthly mailer, and quarterly reporting along with a variety of departmental administrative tasks.

Job Duties:

- **Event Support** – Help to plan and execute monthly circle get togethers, networking events and volunteer activities along with preparing for annual Holiday Tea. Providing technical and membership acquisition support on-site for 360 Miracle along with supporting the organization's fundraising events.
- **Data Entry and Reporting** – Knowledge of Blackbaud, Raiser's Edge and ResearchPoint a plus. Inputting, updating, tracking, and conducting research on prospective, new, and existing donors.
- **Volunteer Coordination** – Assist with outreach to secure volunteers and support on-site programs.
- **Administrative Support** – Ensure every member receives 'Thank You' gifts, follow-up, and outreach to initiate and continue engagement. Tracking gifts, acknowledgements, and donor information in Blackbaud along with mailing monthly, quarterly, and annual Thank You letters.

This Job Is for You If You:

- Are organized, hardworking, meticulous, and willing to roll up your sleeves
- Are a deadline-driven, self-starter with an analytical mindset and problem-solving ability
- Have experience in event planning, content creation, administrative duties, donor tracking, as well as proficiency in utilizing outlook
- Possess the ability to collaborate with others while also being able to provide support to the community engagement and development departments
- Can communicate effectively with your co-workers, external donors, and volunteers
- Are proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Have a technical orientation to project slides and play videos on a wide range of platforms

- Have a familiarity with developing and maintaining donor tracking systems
- Have an interest in community outreach and development
- Are seeking a position that provides professional growth while also giving back to an underserved segment of our community in great need

Work Environment:

Full-time at the Miracles for Kids office in Irvine, CA. Throughout the year, your schedule will include various evening and weekend events/programs. As an organization that is focused on the well-being of those we serve, we are equally concerned about the well-being of our staff. We endeavor to maintain a rewarding and supportive environment where employees can thrive.

Interested? Apply Today!

- Please email your cover letter and resume to info@miraclesforkids.org.
- In your cover letter please explain why this position appeals to you and indicate your hourly wage expectations.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization. Employment with Miracles for Kids will be "at will," meaning that either the employee or Miracles for Kids may end employment at any time and for any reason, with or without cause.