



JOB DESCRIPTION

Position Title: Development Assistant

Department: Development

Reports To: Director of Development

FLSA Classification: Non-Exempt; Full Time; Hourly

Salary Range: \$18.50-20.00

ABOUT THE ORGANIZATION: Miracles for Kids Inc. (www.miraclesforkids.org) is a 501(c)(3) nonprofit which supports children battling life-threatening illnesses. By collaborating with leading children's hospitals throughout California and operating programs which provide monthly financial assistance, subsidized housing, wellness, and basic needs, we create stability for families crumbling under the financial and emotional devastation of fighting for their child's life. Founded in 2022, Miracles for Kids is headquartered in Irvine, CA and maintains subsidized housing programs in Orange and Anaheim.

POSITION SUMMARY

The Development Assistant plays a key role in supporting the Development Team and enhancing our fundraising efforts. The ideal candidate will thrive in a fast-paced environment, possess an understanding of nonprofit fundraising principles, donor data management and reporting, and donor stewardship. We are seeking an organized, detail-oriented team player with strong analytical skills, excellent written and verbal communication, and a passion for our mission.

Major areas of responsibility:

- Database Management and Analysis: Input, manage and maintain donor databases ensuring accurate and current records. Prepare reports and track fundraising progress and outcomes. Conduct research on donors.
- Donor Communication and Stewardship: Ensure every donor receives monthly, quarterly, and annual acknowledgements, thank you letters, and other correspondence.
- Event Support: Coordinate logistics for fundraising events, meetings, and cultivation opportunities.
- Social Media: Take event photos, videos, create/edit content and post on social media platforms.
- Procurement: Assist with acquiring donated goods and services.
- Volunteer Coordination: Assist with outreach to secure volunteers for events.
- Collaboration and Communication: Ensure alignment of organizational goals and priorities with internal teams, donors, and volunteers to cultivate relationships and support fundraising efforts.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- Bachelor's degree. *Nonprofit development or fundraising experience a plus, but not required.*
- Strong analytical skills with proficiency in data management and reporting. *Knowledge of Blackbaud Raiser's Edge, and Greater Giving a plus, but not required.*
- Excellent communication skills (verbal/written). Strong interpersonal skills with the ability to engage and inspire donors.
- Proficient in Microsoft Office (Outlook, Excel, PowerPoint, and Word).

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

- Throughout the year, your work schedule will be adjusted for evening and weekend events/programs, as needed.
- Position may require use of personal vehicle. Must possess a valid CA driver's license and proof of automobile insurance.
- Physical requirements include typing, standing, sitting, walking, bending, and lifting/pushing up to 40 pounds.

HOURS AND BENEFITS

- Work schedule: Mon-Thu 8:30am-4:30pm, Fri 8:30am-1:30pm; *adjusted for evening and weekend events/programs.*
- 60-minute paid lunch Mon-Thu; 30-minute paid lunch when working events.
- Paid vacation time PLUS (7) paid holidays and (7) paid flexible floating holidays.
- Medical, dental, employee assistance plan, paid sick time, mileage and phone reimbursement.

TO APPLY email resume, cover letter, and any relevant writing sample to: info@miraclesforkids.org

Employees work in an office environment with limited exposure to our patient children and their families. The above statements are intended to describe the general nature and level of work being performed and may not include 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 is "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. Miracles for Kids is an Equal Opportunity Employer. We value diversity, equity, and inclusion in our workforce and are committed to creating a welcoming and inclusive environment for all employees.