UpValley Family Centers
Development Associate

Employment Type: Part-time, 20 hours per week, non-exempt
Salary: $22.65 per hour or depending on experience
Benefits: 401k plan, paid sick leave, pro-rated vacation, holidays

About UpValley Family Centers: Our mission is to provide guidance, support, and resources in the community, in the home, and for the individual, so that everyone can achieve a better life. We envision that through healthy relationships and networks of support, all people are safe, valued, and prepared to create the future they want for themselves, their families, and their community. Since 1999, UVFC has been the primary trusted resource for low-income communities in the northern Napa Valley, serving as a one-stop shop for access to the resources people need to survive and thrive.

Located at offices in Calistoga and St. Helena, we serve children, youth, adults, and seniors. Taking a prevention-focused, community-responsive approach, our broad scope of services includes guided information and referrals, access to health services and other resources, education and mentorship opportunities for all ages, case management and counseling services, disaster relief and emergency preparedness services, and more. Learn more about us at www.upvalleyfamilycenters.org

About this position: The Development Associate reports to the Development Director and plays a pivotal role in ensuring that the agency can meet and exceed its annual fundraising goals. The Development Associate will lead the accurate processing of donations, including grants, and ensuring that all gifts are acknowledged in a timely manner. The Development Associate also works closely with the Development Director and Communications & Volunteer Manager to implement successful fundraising campaigns, events, and other donor appreciation and engagement activities.

Essential Duties and Responsibilities
Donation Processing & Database management

- Manage and maintain the accuracy of the UpValley Family Centers’ donor database
- Use data hygiene best practices to keep our database up to date and functional
- Enter all new donations into database promptly
- Generate monthly and other requested data reports to help plan and track fundraising success
- Lead the timely processing and acknowledgement of all incoming pledges, donations, and grants
- Work with the UVFC Finance Department to ensure alignment and reconciliation between finance and development records

Grants Administration

- Manage and maintain UVFC’s grant writing and reporting pipeline, generating a monthly report of upcoming deadlines for senior staff.
Fundraising

- Collaborate with Development Director and Communications & Volunteer Manager to produce request letters, pledge reminders, email blasts, and other donor and community communications
- Participate in the organization and implementation of donor recognition and stewardship activities
- Collaborate with the Development team and UVFC Board external committee to lead the administrative management of UVFC’s annual online auction, VIVA! Napa Valley
- Support other fundraising activities of the UVFC Board and Senior staff as needed

Other

- Participate actively in promoting the UpValley Family Centers’ visibility and key messages in the communities
- Other duties as assigned

The successful candidate will be able to:

- Establish and maintain an excellent working relationship with staff, Board members, volunteers, and donors.
- Bring great organizational skills and attention to detail to the management of UVFC’s donor database and grant management system.
- Work independently and take initiative to continually improve systems and processes
- Communicate effectively, respectfully, and persuasively with staff, Board, volunteers, and donors.

Qualification requirements:

- Strong and demonstrated track record of attention to detail
- Excellent written and verbal communication skills
- Demonstrated project management skills
- Knowledge of word processing, spreadsheets, and mail-merge processes.
- Experience with donor databases or similar data systems a plus

Hours of work:
Work hours will generally fall within normal business hours; though attendance at certain standing meetings will be required, scheduling of work hours can be flexible.

To apply:
Please send a resume and cover letter to Jenny Ocon, Executive Director, at jocon@upvalleyfamilycenters.org. In the subject line, please write “Development Associate.” This posting will remain open until filled. No phone calls, please.

UpValley Family Centers is an equal opportunity employer.