

Joya Child & Family Development is currently seeking a Fundraising Specialist!

At Joya, we believe in the worth of every individual and their right to a meaningful life. Our purpose is to nurture the full potential of families and their children, from birth to three, with disabilities. We do this through a personalized, comprehensive program of assessment, therapy, education, and support.

Joya started in 1960 as the Spokane Guilds' School & Neuromuscular Center when the Guilds, a group of caring women, started providing respite care for families of children with developmental disabilities. Since then, our organization has grown from volunteer-led to a Neurodevelopmental Center of Excellence staffed by certified teachers, therapists, pediatric nurses, a pediatrician, and social workers. We have begun construction on a new facility in Spokane's University District and will be moving to our new home in July 2022. This larger, centrally located building, designed for young children and their families, will allow us to double our enrollment and expand our services, providing nearly 600 children in Spokane County with comprehensive early intervention services.

Job Summary

The fundraising specialist is responsible for assisting the development department in expanding community outreach through internal and external communications, media relations, community engagement, public involvement, networking, volunteerism, and donor retention. This position will work closely with the development team to help reach fundraising goals, promote the organization's mission and values, and enhance relationships with donors and our community.

Duties and Responsibilities:

- Provide administrative support to the development team, including but not limited to maintaining a donor database, files, and documentation, and assist in building and maintaining relationships with members of the community, boards, donors and clients.
- Work closely with the development director and accounting office to reconcile pledges and contributions.
- Accurately post all gifts and maintain donor information in the database.
- Produce timely acknowledgement, and thank you letters for all gifts.
- Assist in and contribute to the production of marketing materials, including design, layouts, assembly, and donor mailing information in accordance with production deadlines.
- Assist in organizing community outreach programs and special events.
- Assist in managing the Kids for Kids Penny Drive program; including but not limited to, selecting and coordinating presentation families, scheduling presentations with local schools, preparing materials needed for the program, overseeing and coordinating pick-up schedules, overseeing the High School Advisory Board and ensuring that the program meets annual established goals.

- Assist the development team in preparing and monitoring grant applications, correspondence, and progress of applications and report updates.
- Contribute to the website, social media accounts and other correspondence as determined by the development plan.
- Assist with community awareness presentations and tours for local businesses, service organizations, individuals and groups interested in Joya.
- Provide back up support for the Administrative Assistant, such as accepting and directing general phone calls and filling in at the front desk to greet clients, families, and visitors.
- Interact with and assist board members, foundation trustees and volunteers.
- Attend meetings, special events and provide support where needed.
- Perform other duties as necessary.

Required Skills & Abilities:

- Superior verbal, and written, and public communication and presentation skills.
- Excellent organization and time management skills.
- Proficiency in Microsoft Office 365 and accounting software. Database experience in Raisers Edge, Greater Giving, Snowball and MailChimp, preferred.
- Ability to work cooperatively with all employees, volunteers, young children and families, community partners, and board members.
- Ability to work evenings, early mornings and weekends as required.
- Ability to meet assigned deadlines and work under pressure.
- Desire to cultivate a positive, supportive, and responsive environment that encourages high quality, creativity, compassion, independence, job satisfaction and employee retention.
- Respect for the inherent dignity of each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition or disability.

Supervisory Responsibility:

- None

Education, Certifications and Position Requirements:

- Bachelor's Degree, AA or a combination of education and work experience.
- 2 years of clerical and/or customer service related experience preferred.
- Valid driver's license and vehicle with proof of insurance.
- Background check required.
- T.B. test, proof of TDap Immunization.



Environmental Factors:

- Ability to lift or carry up to 40 pounds regularly.
- Indoors, sedentary up to 8 hours/day sitting or standing and up to 8 hours/day keyboarding.
- Ability to bend, twist, stoop on a regular basis.
- Flexibility to work on-site at Joya with ability to work from home as needed to respond to COVID-19 conditions.

Salary and Benefits:

- Non-exempt salary, DOE
- FTE based on 37.5 hrs/week.
- Full benefits (paid for employee only): medical, dental, vision, Employee Assistance Program, life insurance, and 403(b) elective participation available.
- Generous paid time off and sick leave.

How to apply:

Submit the following to human.resources@joya.org

- cover letter,
- resume,
- completed application form.