



Position Announcement: Development Specialist

Children's Action Alliance (CAA) and its affiliate, the Arizona Center for Economic Progress (AZ Center), are seeking a Development Specialist who will support all campaigns, events, and donor communications, in addition supporting other general office functions allowing the organization to inform policymakers, public agency leadership, community groups throughout the state. This is a full-time position (40 hours/week) with full benefits including medical, dental, vision, and tuition reimbursement. CAA will provide on-going training and professional development opportunities.

About Children's Action Alliance and the Arizona Center for Economic Progress:

Children's Action Alliance (CAA), a 501(c)3 nonprofit organization, strives to create an Arizona where all children and families thrive. CAA advocates for the well-being of more than 1.6 million Arizona children and their families at the state capitol and in the community. CAA works with elected officials, community partners, and coalitions to protect Arizona's ability to meet the education, health care, and human services needs of vulnerable children and families. For more information visit azchildren.org and follow CAA on [Twitter](#) and [Facebook](#).

The Arizona Center for Economic Progress (the AZ Center) at Children's Action Alliance is a leader in advancing policies that create fairer tax codes that raise the revenue needed to invest in education, affordable housing, health care, infrastructure, and other supports needed to build thriving communities and better economic opportunities for all Arizonans. The AZ Center works with advocates, policymakers, and communities to connect the dots between the inequities in the state economy and solutions to create a fair and socially just Arizona. For more information visit azeconcenter.org and follow the AZ Center on [Twitter](#) and [Facebook](#).

Summary of Position:

The Development Specialist collaborates with the VP of Development and Communications to execute the annual fundraising strategy. They are tasked with organizing several events aimed at fostering new connections and strengthening existing relationships with donors. Additionally, the role involves overseeing all donor communications and managing the CRM system, along with handling some general office coordination tasks. Reporting directly to the Vice President of Development and Communications, this position plays a pivotal role in advancing organizational goals.

Major Duties & Responsibilities:

Fund Development & Database Management

- Work in partnership with supervisor to develop and implement an annual fundraising plan, including one large annual event and smaller events cultivating relationships with corporate and individual donor engagement and partners.
- Prepare and track donor communications, including solicitation letters, invitations, and thank you letters.
- Coordinate in-house and out-going mailings.

- Participate in planning and coordination of annual fundraising events and other events.
- Follow best practices and internal protocols regarding data entry and maintenance procedures, including updating constituent lists and contact information in databases and monetary receipts, including database entry and coding.
- Perform basic queries and generate reports reflecting constituent donations and attributes.

Office Administration

- Plan meetings, receptions, and donor gatherings by reserving venues, managing RSVPs, assembling meeting materials, ordering refreshments, setting up meeting space.
- Maintain office equipment; troubleshoot; assist staff.
- Work with the executive assistant to forward all messages appropriately and maintain overall office organization and appearance, supply room, conference room, kitchen supplies and refreshments.
- All other duties as assigned.

The right candidate will have a bachelor's degree in a related field or a combination of equivalent education and work-related experience is required. Two years of relevant experience may include internships for non-profit, government, legislative or postsecondary institutions.

Technical Experience/Knowledge:

- Database management, preferably specific CRM (Customer Relationship Management) experience.

General:

- Ability to analyze and summarize materials in a clear, accurate manner.
- Excellent communication skills (verbal and written) with the ability to communicate with diverse audiences.
- Strategic thinking and flexible and collaborative workstyle, with a focus on authentic community engagement.
- Ability to manage multiple projects, and to produce accurate and timely work products.
- Strong skills in word processing, spreadsheets, and fundraising and CRM software preferred.
- Experience in event planning, ideally fund raising and donor-oriented events.
- Highly organized, great attention to detail.
- Understanding of the systems-level challenges facing low-income Arizonans and communities of color.
- Spanish language proficiency highly desired.

Compensation:

The starting salary range is \$47,000 to \$52,000 (salary adjustment may be applied based on experience and qualifications). Major medical and dental insurance, life insurance, tuition reimbursement, matching retirement contribution. Competitive leave policies for vacation, sick leave, personal leave, and earned sabbatical.

Location:

CAA operates a hybrid (office and home) working system and provides employees with the resources to work effectively from the CAA office in Phoenix or remote locations with the expectation to work in the office two days per week. For that reason, we are looking for a candidate who resides in the metro Phoenix area.

To Apply:

Only candidates who send cover letter, resume, and salary requirements to hr@azchildren.org will be considered. Additionally, please indicate the platform/site you found the posting.

First review of candidates will occur by 2/28/24. Position will remain open until filled.

Children's Action Alliance and is proud to be an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status. CAA strongly encourage members of traditionally underrepresented communities to apply, including people of color, LGBTQ identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English. CAA will always make hiring decisions based on merit and qualifications of the applicants and the needs of the organization.