



Girls Inc. of Orange County

Mission: Inspiring all girls to be Strong, Smart and Bold

Vision: Empowered Girls and an Equitable Society

Girls Inc. of Orange County is a private, non-profit agency serving girls kindergarten through college and career. We are an affiliate of the Girls Inc. national organization, the nation's leading voice for girls. Our programs for girls give equal concern for careers and life planning, health education, leadership and community action, self-reliance and life skills, culture and heritage, academic achievement, participation in sports, and excellence in math, science, and technology. Our programs have proven to be effective in inspiring girls to become Strong, Smart, and Bold.

POSITION INFORMATION

Position Title: Development Specialist

Supervisor:

Chief Development Officer (CDO)

Full or Part-time:

Full-Time (Non-Exempt)

Positions Available:

One

Purpose of Position:

Reporting to the Chief Development Officer, the Development Specialist supports Girls Inc. of Orange County's fundraising activities by maintaining donor data, supporting volunteer and stewardship activities, and coordinating special events. This role is critical to donor pipeline development, cultivation, and retention efforts across fundraising campaigns and events. The Development Specialist provides administrative support to the entire development team including individual donor management, corporate partner activity, special events, and grant related functions.

Regular or Temporary:

Regular

The Development Specialist must be organized, efficient, have strong communication skills, and be able to prioritize work responsibilities, meeting all deadlines. In addition, she/he must have the ability to interact with diverse groups of professionals, thrive in an environment that requires significant self-initiative, adapt to change, manage multiple projects at once, and collaborate among many team members both internal and external to Girls Inc. of Orange County.

PRIMARY RESPONSIBILITIES

Essential Responsibilities/Activities:

- **Data Entry & Reporting**
 - Maintain donor records and enter gifts in Bloomerang. Ensure timely and accurate donor acknowledgement.
 - Pull lists and assist with reports for campaigns, appeals, and donor analysis.
 - Work closely with Finance department during monthly reconciliation process.
- **Donor Engagement**
 - Coordinate outreach and stewardship events for current and prospective donors.
 - Support personalized donor touches, campaign acknowledgments, and updates through targeted e-communications.

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- **Volunteer Coordination**
 - Plan and execute corporate volunteer engagement initiatives, including corporate volunteer events and mentor activities.
 - Work with Corporate Engagement team to coordinate project logistics and needs.
 - Support with mentor recruitment, onboarding, and scheduling.
- **Special Events Support**
 - Assist the Fund Development team with sponsorship tracking and fulfillment, tickets, and donations.
 - Coordinate event communications and signage including invite mailings, e-communications, and event related collateral.
 - Manage, track, and acknowledge all in-kind donations.
 - Provide onsite support and supervision during events.
 - Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree or equivalent work experience.
- 3-5 years of experience in nonprofit fundraising, communications, or events.
- Excellent attention to detail and project coordination skills.
- Strong writing and interpersonal skills.
- Proficiency with CRM systems (Bloomerang preferred)
- Proficiency with Microsoft Office Suite.
- Licensed and insured California driver; must pass background screening including driving.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to stand, walk, reach with hands and arms, stoop, talk and hear
- Must be able to lift 25 lbs.
- Must be able to sit for long periods of time
- Must be able to work occasional evenings and/or weekends

Compensation and Benefits

- Salary range \$28 - \$30 per hour. Competitive salary commensurate with qualifications and experience
- Medical Insurance and pension provided (after 60 days)
- 11 Paid holidays, paid vacation, paid sick time and a birthday holiday

Please send cover letter and resume to Human Resources: humanresources@girlsinc-oc.org

For more information on Girls Inc. of Orange County, please visit our website at: www.girlsinc-oc.org.

Girls Inc. of Orange County is an equal opportunity employer.