



Position Title: Development: Fund Development Specialist

Department: Development/ Fundraising

Reports To: Development Director

Position Status: Full Time, Non-Exempt, Non-Supervisory

Hourly Rate: \$26.00 - \$31.00 (\$54,080 - \$64,480)

Hours Per Week: 40

Location: Irvine, CA 92612

Schedule: Weekdays, M-F, 8:00 am – 5:00 pm, with some flexibility in schedule, including some weekends and evenings as required by various events.

Benefits (30+ hrs. receive): Paid Medical, Paid Dental, Vision and Chiropractic, Paid LTD, STD & AD&D Insurance, Paid Holidays, Paid Time Off and Paid Sick Time Off. Employee contributed 403b Retirement Plan.

Position Overview:

Our non-profit organization is currently searching for a Fund Development Specialist for our Foundation office located in Irvine, CA. This position reports directly to the Development Director. The Fund Development Specialist will recruit and manage all volunteers for fundraising and family events in Orange County, CA. Additional duties will include but are not limited to: e-news support and coordination, overseeing local social media posts, and overseeing online fundraising campaign platforms. It is also the responsibility of this role to consistently convey and adhere to our organization's mission. In this position, you will interface and collaborate with administrators, support personnel, management and volunteers on a regular basis.

Essential Functions:

- Assist and collaborate with the Development Director in the planning, organization, reporting, and implementation of all fundraising events and campaigns.
- Work with our annual gala's, Ante Up for Autism volunteer committee including but not limited to:
 - Manage the live and silent auction which includes:
 - Design and implement a marketing plan for the auction and maintain auction software
 - Create and maintain auction in-kind donation reports
 - Solicit in-kind donations for auction
 - Recruit and manage volunteers for day of and the evening of the event
 - Schedule and organize the committee and volunteer thank you/appreciation dinner
- Supervise and collaborate with the Family and Friends Campaign's, Coordinator including but not limited to:
 - Create and maintain peer-to-peer fundraising in the software
 - Design and implement the incentive marketing schedule with the Family and Friends Coordinator
- Manage and maintain the Development Department's supporter records in EveryAction including but not limited to:
 - Create and maintain Development Department groups
 - Create and maintain Development Department mailing lists
 - Create and maintain Development reports
- Manage and schedule Friends of TACA Instagram activity:
 - Create and maintain the editorial schedule
 - Coordinate postings with the Communications Associate and Outreach Coordinator
- Working with Development Director and Program Leads to oversee and set up online fundraising/registration platforms for all fundraising events/campaigns
- Manage the production of the TACA annual report which includes writing, and coordinating the design and production schedule with the Multimedia Communications Manager
- Partner with the internal design team on the design, editing, and production of specific event collateral material, such as but not limited to proposals, letters, solicitations, and marketing materials for Special Events or fundraising campaigns.
- Manage volunteers for Southern California Outreach family support events and fundraising events including but not limited to:
 - Recruit, train and supervise volunteers for each specific event and assignments at event

- Develop and coordinate volunteer policies, procedures, and standards of volunteer service
- Produce and implement volunteer job descriptions, assignments, and schedules for each event
- Create and maintain detailed records in EveryAction of volunteers' information and involvement
- Create and implement an annual volunteer recognition event
- Maintain accurate records and produce statistical report after each event. (Includes, number of volunteers, hours of participation and monetary value*) *2023 - \$31.80 based on: Independent Sector
- Oversee the donor acknowledgment process, which includes the official acknowledgment of all contributions, as well as regular correspondence via telephone, email, and thank you cards.
- Perform other reasonably related business duties as assigned by the Executive, Finance, and Development Directors as required.

Qualifications:

- Two to Four years of proven experience in fundraising, event planning and volunteer management is required as well as the ability to work independently and give directions to other team members or volunteers
- Common knowledge of administrative and clerical procedures
- High level of proficiency in basic computer programs and relevant software applications; including proficiency in Microsoft Word, Excel, PowerPoint, and general donation platforms.
- Marketing proficiency and strong customer relations ability
- Understanding of Autism preferred, but not required

Key Competencies:

- Possess excellent verbal and written communication skills and competency to present information, answer questions and talk informatively
- Professional personal presentation, customer service orientated with positive attitude
- Works patiently, professionally, and cooperatively with excellent organizational skills and attention to detail
- Deadline driven with an ability to multitask and ability to work multiple projects concurrently
- Highly motivated, able to work independently and capable of working well with staff, teams, high level volunteers and others
- Ability to handle a fast-paced environment and flexibility in response to changing priorities
- Must have a valid California's driver's license, current automobile insurance and reliable transportation as driving to events and other traveling as needed is a must
- Ability to work an extended event day with the capacity to stand and walk for long periods of time. Must be able to lift and move up to 40 pounds
- Must pass background test

Apply for this position:

Please email your resume and a brief description of why you feel you are the best candidate for this position to heather.nelson@tacanow.org, Human Resources Manager and susan.tordini@tacanow.org, Foundation Office Administrative Supervisor. At TACA, we value diversity in our workplace. If you need reasonable accommodations for the application and/or interview process, please include that information.

About The Autism Community in Action (TACA):

The Autism Community in Action (TACA) is a national nonprofit 501(c)(3) organization founded in 2000 by Glen and Lisa Ackerman with the mission to provide education, support and hope to families living with autism. Headquartered in Irvine, CA, with staff and volunteers working across the country. Programs include virtual support and education events, parent mentorship, Hope and Help for Autism private Facebook group, website resources, in-person support meetings, conferences, and scholarships. For more information, visit www.tacanow.org.

The Autism Community in Action maintains a work environment free from discrimination, one where employees are treated with dignity and respect. All employees share in the responsibility for fulfilling TACA's commitment to equal employment opportunity.