



Foundation Office: 17752 Sky Park Circle #140, Irvine, CA 92614

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**Position Title: Development:** Fund Development Specialist

**Department:** Development/ Fundraising

**Reports To:** Director of Development and Marketing

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

**Hourly Rate:** \$25.00 - \$31.00 (\$52,000 - \$64,480 annually) DOE

**Hours Per Week:** 40

**Location:** Irvine, CA 92614

**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.

**Hire Time Frame:** Within the next few weeks, with an anticipated start date of March 1<sup>st</sup>, 2024

**\*\*\*Please review the details of the job description prior to applying for this position. Apply only if you are qualified and a serious candidate, to ensure the best use of time. It is important that you read the entire job description to determine if you are qualified. Thank you. \*\*\***

#### **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 Director of Development and Marketing. 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, 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 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 the day of and the evening of the event.
  - Schedule and organize the committee and volunteer thank you/appreciation dinner.
- Manage the production of the TACA annual report which includes writing and coordinating the design and production schedule with the Multimedia Communications Manager.
- 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.
- Perform other reasonably related business duties as assigned by the Executive, Finance, and Development/Marketing 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.
- Expert 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 internal and external 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 on 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 respond calmly and effectively with the flexibility in response to changing priorities or pressure.
- Must have a valid California 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.

### **About The Autism Community in Action (TACA)**

The Autism Community in Action (TACA) is a national nonprofit 501(c)(3) organization founded in 2000 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, TACA offers: Free educational meetings, parent mentorship program, an online Hope and Help support group, and an annual National Autism Conference. TACA has a strong social media presence on Facebook, Instagram, Twitter and YouTube. TACA annually serves more than 90,000 parents and caregivers of individuals affected by autism. For more information visit <https://tacanow.org>.

### **Apply for this position:**

Please email your resume and a brief description of why you feel you are the best candidate for this position mail to: [heather.nelson@tacanow.org](mailto:heather.nelson@tacanow.org), People Resources, Culture & Engagement Manager and mail to: [susan.tordini@tacanow.org](mailto: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.

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.