

**SPECIAL SERVICE FOR GROUPS, INC. (SSG)  
JOB DESCRIPTION**

---

**Title: Senior Development Associate**

**FLSA: Non-Exempt**

**Pay Range: DOE; eligible for medical / dental benefit**

**Division: SSG Core**

**Supervisor: Development Director**

**Revised: May 2018**

---

**Summary**

SSG is a nonprofit organization that delivers a wide range of human service programs across Southern California and in San Francisco. Under the direction of the Development Director, the Senior Development Associate will assist in the development of SSG programs as a member of the Development Team and in collaboration with SSG management. Duties include but are not limited to fund development planning; grant proposal development and submission, including background research and analysis, program design, writing, budgeting, and proposal assembly; implementation of fundraising initiatives (e.g. email or social media campaigns); and other fundraising activities as assigned.

**Essential Functions**

- Assist in the development of fundraising/development plans and new initiatives.
- Provide consultation and technical assistance to SSG division management in the development of program strategies and funding goals.
- Research and cultivate funding opportunities for various SSG divisions.
- Prepare and complete funding proposals to government agencies, foundations, etc., including but not limited to:
  - Analysis of funding opportunity expectations;
  - Analysis of required proposal elements;
  - Background research on community need and/or evidence-based/best practices;
  - Writing program narrative and rationale/justification;
  - Budgeting;
  - Drafting/collecting supporting materials;
  - Completing required forms; and
  - Proposal assembly in compliance with funder requirements.
- As assigned, provide leadership and oversight to the proposal development process including facilitating program design in collaboration with division management.
- Participate in the implementation of fundraising campaigns and/or events, as assigned, including drafting content and copy, developing and facilitating timelines, and creating budgets.
- Work with Supervisor, the Director of Strategic Development and Partnerships and the Executive Director to develop and implement select agency planning, policy-related, and/or communications initiatives.
- Liaison and facilitate communication between SSG Divisions, SSG Fiscal, SSG Human Resources, and/or funding agencies and other authorities as needed to achieve development team objectives.
- Provide research and analysis for assigned projects related to strategic planning, program development, etc.
- Provide program data, reports and recommendations to the Executive Management Team, as assigned.
- Maintain relationships and network with other organizations, including but not limited to potential program partners and current and potential funders.
- Represent the agency in a variety of community settings including funder, provider and community meetings and events.
- As assigned, assist in the supervision and training of interns.
- Regular attendance required.
- Overtime and/or work on weekday evenings and/or on weekends may be required.

### **Secondary Functions**

- Assist in the implementation and logistics of fundraising events or other such fundraising activities.
- Other duties as assigned.

### **Minimum Qualifications – Knowledge, Skills and Abilities Required:**

- Masters' degree in Social Work, Public Health, Public Administration or similar field; or equivalent degree from an accredited institution of learning with a minimum of 2 years directly related work experience; or minimum of 4 years post-Bachelor's degree experience in grant writing and proposal assembly
- At least 1 year experience in program design, grant writing, and proposal assembly.
- Demonstrate strong oral and written communication skills.
- Mature, with an ability to work independently *and* as a member of a team.
- Strong time management, organizational, and coordination skills.
- Strong analytical skills.
- Knowledge and skills in Microsoft Office Suite.
- Awareness and knowledge of needs, strengths, and other characteristics of agency target communities (individuals and families who are from ethnic minority groups, low income, disenfranchised, homeless, and/or living with behavioral health issues).
- A basic knowledge of local, state & federal government programs and foundations.
- Valid California driver license, proof of car insurance, and reliable transportation required.
- Verification of employment eligibility and background check required.

### **Non Essential Qualifications – Desired knowledge, skills, and abilities:**

- Two or more years' experience in a variety of development/fundraising activities highly preferred
- Computer skills in database applications, web applications, and/or publishing programs.

### **Supervisory Responsibilities:**

The incumbent in this position may supervise student interns as assigned and if eligible based on internship program requirements.

### **Environmental Conditions (Working Conditions):**

The environment for this position is primarily an office environment. The position may occasionally require field-based work (e.g. community meetings) which can involve working at community-based sites within at-risk areas and exposure to weather conditions prevalent at the time.

### **Physical Requirements:**

In the course of performing this job, there will be sitting, standing, walking, driving, lifting and carrying (max 15-20 pounds) required.

### **Mental Requirements:**

The incumbent in this position must be able to synthesize, coordinate and analyze information; coordinate tasks, negotiate with, and provide feedback to co-workers with varying levels of education and experience; and to accommodate all of the following: constant distractions, interruptions; and uncontrollable changes in priorities/work schedules.

---

**To apply: send cover letter and resume to Elizabeth Berger, Development Director: [eberger@ssg.org](mailto:eberger@ssg.org)**

No phone calls, please.

Applications accepted June 1, 2018 until positions filled.

---