



CALIFORNIA SCHOOL HEALTH CENTERS ASSOCIATION

Outreach and Engagement Program Assistant Job Description

The California School Health Centers Association (CSHC) is seeking a fundraising/engagement Program Assistant to help with our fund development and stakeholder engagement. This position will coordinate our annual membership drive; serve as a liaison to school-based health centers (SBHCs); process donations and donor correspondence; maintain donor records in Salesforce; and assist with donor solicitation, grant preparation and reporting.

This position provides a great opportunity to gain experience in non-profit resource development. It a full-time, benefited position based in Oakland. The ideal candidate will have a Bachelors' Degree and at least one year of related experience. Other qualifications include the ability to multi-task, work under deadline, and maintain high professional standards; excellent oral and written communication skills and proficiency with Microsoft Office, especially Word, Excel/mail merge. Experience with Salesforce (or other donor databases) and WordPress a plus, but not required. Salary commensurate with experience.

Key duties include:

- Managing the annual membership campaign.
- Assisting with other fundraising campaigns including our new SBHC “fundraiser in a box” project, conference sponsor drive, and the year-end appeal. Make phone solicitations for sponsorships and other types of support.
- Assisting with writing and creation of fundraising materials, online donation forms and website content related to fundraising and donor recognition.
- Processing incoming donations and send out thank you letters within 7 days.
- Processing all incoming grant/technical service agreements and assist with preparation of grant applications and reports.
- Research donor prospects for fundraising campaigns and assist with solicitation and cultivation as needed.
- Assist with other conference planning and marketing efforts.
- Serve as liaison to SBHCs and start-ups. Reach out to new SBHCs to introduce CSHC and promote membership, conference participation, technical service packages and other ways we can support their efforts.
- Maintain up-to-date Salesforce records for donors and funders, SBHCs and donor prospects.

CSHC is a nonprofit organization working to redefine health care for kids and teens by advancing school-based health care. Visit our website to learn more about our work:

www.schoolhealthcenters.org.