



## **Delivering Innovation in Supportive Housing (DISH) Job Announcement: Fund Development Associate**

Delivering Innovation in Supportive Housing (DISH) is looking for a Fund Development Associate. This position reports to the Fund Development Manager, Marketing and Events. The Fund Development Associate is a non-exempt position. This non-exempt employee works a standard 40 hour work week. Time beyond 40 hours must be preapproved by their manager.

**POSITION SUMMARY:** The Fund Development Associate is a new role at DISH to be part of our growing Fund Development Team. The position supports the implementation of our annual fundraising plan and includes leading our work in social media, donor data management, volunteer projects and supporting Community Building efforts as needed. The position will assist the Fund Development department in executing fundraising campaigns and events. This is a great job for someone looking to impact one of our most pressing social justice issues in San Francisco and inspire others to join in.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES: Communication & Marketing:**

- Administer all social media platforms (Facebook, Twitter, Instagram, LinkedIn, etc...) and e-newsletter. Responsible for content calendar and content creation. Develop proposals to increase following/subscribing and engagement. Maintain a standard visual identity and tone of voice.
- Responsible for all website updates as needed, in coordination with external website consultant.
- Support Fund Development Manager in all Communication & Marketing campaigns (Annual report, Annual BASH anniversary communication, End of year fundraising campaign creation, development of new campaigns)
- Support Operations Manager in production of internal publications including the Tenant Newsletter and Staff Newsletter.
- Additional related duties

### **Fund Development:**

- Record all donations in customized DISH Salesforce platform weekly (cash, check, online, gifts in kind, ticket purchases).
- Produce donation acknowledgements weekly.
- Maintain and update donor records and ensure quality and integrity of all donor/prospect data.
- Reconcile Salesforce records with General Ledger accounting monthly; provide support and documentation to Finance regarding donations and donors. Assist with tracking all department expenses.
- Assist Fund Development Manager in organization of donor events (Annual report presentation, Annual event, tours, media events)
- Additional related duties

### **Volunteer coordination:**

- Answer individual and corporate volunteer inquiries and reach out to corporate contacts to propose volunteering projects.
- Plan volunteer projects in coordination with Facilities team.

- Keep track of past and prospects volunteers.
- Create strategy to turn volunteers into long term supporters.

**Community Building:**

- Responsible for coordination of tenant events (Tenant Appreciation Party and Feel Good Fair).
- Responsible for coordination of annual donation of tenant holiday gifts.

**AGENCY DESCRIPTION:** Delivering Innovation in Supportive Housing believes that everyone deserves a home. Every day, we provide high-quality, permanent housing to San Franciscans who suffer from serious health issues—because with our help, they can get off the streets, rebuild their lives, and strengthen our communities. For more information, visit [dishsf.org](http://dishsf.org).

**Our Mission:** Delivering Innovation in Supportive Housing (DISH) strives to provide excellent property management services to help end homelessness in San Francisco. Through its work, DISH hopes to demonstrate the healing effects of home and stable community, to reinforce the self-worth of persons who have not had access to a clean, beautiful place to live, and to involve tenants in healthy and life affirming activities by drawing upon the diverse opportunities in San Francisco. DISH is a project of Tides.

**Our Values:**

- Demonstrate excellence: In our work and in our interactions.
- Stay focused: On what’s most important and within our control.
- Under-promise and over-deliver: Managing expectations along the way.
- Use initiative and innovation: Improving our services and performance.
- Be fair and consistent: Implementing our policies and procedures.
- Be mindful and prudent: With income and expenses.
- Be respectful and hopeful: With tenants, partners, coworkers, and ourselves.
- Be open: To different opinions, challenging discussions, and taking risks.

**DISH Service Commitments:**

1. Warm greetings & interactions every chance we get
2. Professional appearance every day
3. Service through helping
4. Be present and respectful at all times
5. Stay calm in the eye of the storm
6. Strive for the best environment to be in and work in

**EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent (GED) required. Bachelor’s Degree from an accredited college or university preferred, or equivalent development and database management experience.

**KNOWLEDGE, SKILLS, and ABILITIES:**

- Commitment to the mission and values of DISH and enthusiasm for working as a team member.
- Knowledge of Salesforce database
- Team player, interested in the field of fund development.
- Cultural competency working with a mixed and dynamic workforce.
- Design and photography skills appreciated.
- Detail oriented with strong organizational skills. Strong sense of initiative / self-starter.

- Professional telephone manner, ability to interact with donors and others in a comfortable and professional manner.
- Strong computer skills; proficient in Microsoft Office for Windows programs
- Excellent verbal and written communications skills
- Ability to handle confidential and sensitive materials professionally and according to agency policy.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc. Must be able to walk, stand, and sit for extended periods. The employee must occasionally lift and/or move up to 30 pounds. Employee must have the ability to attend meetings, sit, listen, and use computer keyboard and mouse up to 7.5 hours per day. Frequently required to use a computer, phone, copier, and fax machine.

**COMPENSATION:**

This is a full-time, exempt position starting as soon as possible. Starting salary is around \$60,000 and dependent on experience. Compensation includes a full benefits package, including medical, vision, dental, vacation, paid holidays, sick leave, and a retirement plan.

**EQUAL EMPLOYMENT OPPORTUNITY:**

DISH, a project of the Tides Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the Lesbian, Gay, Bisexual, and Transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or the conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Conditions (ARC).

***Applying:***

*Position is open until filled. In addition to a resume, applicants must include a cover letter expressing their interest in this position with DISH and why they are qualified for this job. Please submit cover letter and resume to [dishdevelopmentassociate@gmail.com](mailto:dishdevelopmentassociate@gmail.com). No phone calls or drops-ins please.*