



Job Announcement

Posted: January 15, 2019

Resource Development Analyst

ACCESS is a team of Superheroes that make a difference in the community every day. If you are a dedicated hardworking person interested in helping build your community then ACCESS is the place for you. Bring your development expertise, attention to detail, and caring personality to this challenging and well-rounded position.

Job Title:	Resource Development Analyst
Job Hours:	Full Time – Exempt
Salary:	\$1,645 - \$2,057 semimonthly DOE
Benefits Offered:	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan

Position Summary

The primary responsibilities of the Resource Development Analyst will encompass liaising with the Development Director to analyze current development strategies, including fundraising events, direct appeals, donor acquisition, donor acknowledgement, planned giving and corporate partnerships, and to ensure ACCESS meets or exceeds its fundraising goals. Additionally, this position will assist with the development and implementation of a strategic development plan. This position reports to the Development Director and works closely with the entire Development Team. **The Resource Development Analyst position is a 2 year grant funded position.**

Primary Duties & Responsibilities

- Analyze the effectiveness of annual fundraising campaigns, including direct mail and targeted annual events (i.e. Mayors United, Golf Tournament, Senior Fair, etc.).
- Analyze data in the current donor database and make suggestions for solicitation strategies, relationship management, and all mailings and events.
- Proactively mine donor database for major planned gift prospects and highly engaged constituents.
- Expand our current donor database and assess and implement other data gathering/analytics tools to increase the number of donors and maximize donations.
- Assess current fundraising events and work to develop strategies to increase ROI by 15%.
- Maintain security of donor database in coordination with IT Dept. and software vendors.
- Design and support processes that foster strong relationships with companies, individuals, community leaders, and agency partners.
- Provide regular recommendations to Development Director on growth opportunities based on current donor analysis.
- Lead Analyst on strategic development plan and action steps:
 - Work in partnership with Development Director to establish development strategic goals.
 - Work in partnership with the Development Director to establish a Philanthropy Council.
 - Identify prospects for sponsorships and develop strategies for acquisition of new donors and solicitation, including younger donors and high wealth donors.
 - Develop and implement a legacy/planned giving strategy.
 - Coordinate, track, and follow up on solicitations and recognition.
 - Measure outcomes.
- Lead the effort to increase ACCESS presence on social media.
- Research grant opportunities for general operating support and author grants in coordination with the Grants Specialist.



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- Act as a point person to track and report on grant outcomes.
- Lead the effort to support Development and other departments as needed for community fundraisers.
- Contribute to comprehensive Development annual calendar and corresponding activities.
- Provide timely and accurate planning and progress reports to the Executive Director, Development Director, and volunteer event committees as appropriate or upon request.
- Represent ACCESS to the general public, including but not limited to public speaking, committees, and outreach to various partners and constituencies as appropriate.
- Work with marketing staff/team to prepare communications materials targeted to donors and prospective donors, including the ACCESS newsletter.
- Work with Marketing staff to apply updates to website as needed to promote events, food drives and update/enhance Development pages.
- Support and adhere to all ACCESS policies, including client and donor confidentiality.
- Support and adhere to donor-centered principles.

Primary Requirements

- Belief in ACCESS' mission to help people help themselves.
- Bachelor's Degree or equivalent experience.
- Three to five years successful experience in fundraising, sponsorships and event planning.
- Experience in legacy/planned giving.
- Successful experience in developing cultivation and solicitation strategies.
- Proven successful grant writing experience.
- Extensive knowledge of donor databases and social media.
- Excellent computer skills, including thorough knowledge of Microsoft Office 2010.
- Excellent communication and interpersonal skills with a demonstrated record of accomplishment in these areas.
- Valid Oregon driver's license with record that is acceptable under ACCESS' insurance policies.

Apply by Sending Application, Cover Letter & Resume To

ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504

OR Email hr@accesshelps.org

Visit www.accesshelps.org for more information