



10 College Park
Davis, CA 95616
internationalhousedavis.org
530-753-5007

POSITION: Development Specialist

ORGANIZATION: International House Davis

EMPLOYMENT TYPE: Permanent, Part-time

LOCATION: Davis, CA

SALARY RANGE: Part-time, nonexempt: \$28-40 per hour (depending on experience), 15 - 25 hours per week

REPORTS TO: Executive Director

International House Davis, the local hub of international culture in Yolo County, is seeking a dynamic Development Specialist to join our small but mighty team of community-focused, non-profit professionals. This is a new position at the International House Davis and is an opportunity to build a strategic fundraising program at a growing organization dedicated to fostering a culturally vibrant community through the exchange of arts, culture, and ideas. Davis is a non-profit rich community with many organizations and causes, and this role will communicate the value of International House to the philanthropic and corporate sectors to grow our development portfolio. While situated in Davis, I-House is seeking to grow its impact as a regional hub for international culture by its expanding programs and increasing its reach. Our core values are: Community, Collaboration, Curiosity, Culture, and Inclusion and we strive to work together by our values. International House Davis currently has an annual budget of around \$600K with approximately 50% contributed revenue and a strong desire to grow.

JOB DESCRIPTION

The Development Specialist will report directly to the Executive Director to plan and implement a development and fundraising program to provide for the short and long-term needs of the organization. This role will build our development strategy, fine-tune our development processes, expand our fundraising capabilities, and track our progress and interactions with our community. This role involves managing donor relations, leading fundraising campaigns and events, and building our donor base. The ideal candidate will be passionate about international relations and cultural programs and be skilled in fundraising, communications, donor outreach/cultivation, and project management. The successful candidate will have a proven track record of strategy development and implementation of successful development programs.

RESPONSIBILITIES

Strategy:

- Long-Term Planning: Create and implement (with Executive Director and Board collaboration) a multi-year development plan aligned with the recently adopted strategic plan, including foundation, corporate, and individual giving campaigns and donor outreach and cultivation plans.
- Research: Identify key sources and trends in the foundation, corporate, individual, and philanthropic support such as community-centric fundraising, trust-based philanthropy, and cross-sector opportunities.
- Align development strategy with vision and programs to expand reach in the region.
- Collaborative Leadership: Work closely with Board members, senior team, and volunteers to align fundraising strategies and support organizational goals, fostering a strong internal fundraising culture.

Project Management:

- Comprehensive Campaign Management: Develop, implement, and manage diverse fundraising campaigns such as Big Day of Giving, Annual Appeal, Grant Proposals, Anniversary Campaigns and others.
 - Activate peer-to-peer fundraising, direct mail, and digital campaigns to expand the donor base and engage donors effectively.
 - Lead the writing of grant proposals and giving campaign materials, developing budgets, and shepherding the various development processes from start to finish.
 - Collaborate with artists, culture bearers, and content creators to write grant proposals and sponsorship decks for various artist-driven projects.
 - Prepare and send acknowledgments and reports for grants and donations received.
- Data Analysis and Reporting: Analyze financials, campaign performance, and donor data to inform strategies and improve fundraising efforts, ensuring data-driven decision-making.
- Development Processes and Systems: Manage all processes and systems related to organizational funding efforts using both internal and external technologies, including but not limited to CRM systems, Google Suite, Asana or other project management software, and Slack.

- Optimize use of Neon CRM software, including grants and donor management capabilities; maintain accurate and complete records of donor communications.
- Develop and maintain prospective donor and funder lists and relationships.
- Ensure compliance with all funding agreements by monitoring and tracking the requirements of all awards, and by writing reports.

Donor Acquisition, Relationship Maintenance, and Stewardship Management:

- Personalized Donor Engagement: Connect with donors and prospective donors through meetings, tours, and personalized communications, ensuring consistent engagement and retention. Maintain relationships with funders and build a robust pipeline of new, existing, and potential relationships. This includes managing regular thank-you processes and crafting outreach and stewardship initiatives.
- Storytelling and Impact Communication: Work with the communications team to collect and share impactful stories from community members, leveraging these narratives to deepen donor connections and illustrate the impact of donations. Prepare and deliver presentations and other collateral materials for internal and external audiences.

REQUIREMENTS

- 3+ years of experience in nonprofit fundraising and development.
- A high degree of self-motivation and self-direction, a collaborative mindset, a roll up your sleeves, and a can-do attitude.
- Attention to detail and organizational skills, with strong ability to follow through on tasks, goals, and deadlines.
- Ability to problem-solve with a strong desire to learn new things.
- Excellent communication and interpersonal skills.
- Familiarity with the full suite of Google tools.
- Experience using databases and CRM platforms.
- Commitment to the International House Davis mission and purpose,

We encourage applicants with diverse experiences and backgrounds to apply.

WHAT WE OFFER

- Medical, dental, and vision insurance reimbursement offered for permanent part-time employees.
- Pro-rated paid holidays and vacation time as well as three personal days.
- sick-time accrual.

- 401K program (no match).
- Work-life balance.
- An enthusiastic team and a friendly, supportive environment.
- The opportunity to make a difference in advancing intercultural exchange and belonging in our community.

Please apply via email (cover letter, resume, and any relevant work samples in one attachment) to:

Attention: Shelly Gilbride

Email: jobs@ihousedavis.org (Please quote Development Specialist in the subject line of email)

Please highlight the types of fundraising you are experienced in (major gifts, annual giving, events, capital campaigns, corporate philanthropy, grant writing, planned-giving, etc.). Please note that this is a rolling closing date, and the job call will remain open until a successful candidate is found. Interviews will begin immediately.

About International House Davis

International House Davis is a nonprofit international cultural center that nurtures the exchange of arts, culture, and ideas to build a globally connected, culturally vibrant, and inclusive community. We build community, international understanding, and cultural connections through our unique gathering space, volunteer-led learning opportunities, and dynamic cultural events and programs.

I-House brings individuals and communities together to explore the global issues of our time and to celebrate culture through talks, workshops, seminars, lectures, and events. We operate from a lens of equity, inclusion, access, and diversity – striving to be at the forefront of conversations around social justice, climate change, and many other issues of global importance.

I-House resides in a historic building at 10 College Park in Davis, a perfect location right between UC Davis, a world-renowned university, and the growing city of Davis. Our work is rooted in our distinctive space and through committed collaborative efforts in the communities where we live and serve.

We are a close, collaborative team with individuals who believe strongly in our mission. We work hard in a fast-paced environment, and our workplace is friendly, respectful, compassionate, and fun.