

DEN Update

The monthly publication of the Development Executives Network



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Board of Directors

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mlange@montereyartsymphony.org

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HSBC Card and Retail Services
alexandra.g.matei@us.hsbc.com

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director@fmcfl.org

Jennifer Martinez
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Jennifer_martinez@csumb.edu

Newsletter: Anna Dudney
Monterey Institute
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adudney@miis.edu

Registration: Lauren Cohen
MY Museum
lauren@mymuseum.org

**Members Only Workshop:
Stacy Dubuc**
SPCA
sdubuc@spcamc.org

**Philanthropy Day Co-Chair:
Shari Hastey**
Community Partnership for Youth
respect@cpy.org

At Large: Sue Dewar
sumacdewar@aol.com

March DEN Luncheon Program

How to Get the Most out of Hiring a Consultant

Friday, March 18th
12 noon

Margie McCurry and Karen Csejtey will talk about making sure you need a consultant, clarifying what they'll do for you, contracts, fees – and the final product. Bring your own experiences, thoughts and your questions, and take home some new information.

Look for more information in the invitation coming soon.

REMINDER: We are still collecting 2011 Membership dues. If your organization has not yet remitted payment, please use the membership form at the bottom of the newsletter and mail it in today. Membership fees are for the calendar year and are not prorated.

For more information, please contact Alexandra Matei, VP Membership, at alexandra.g.matei@us.hsbc.com.



Mission

The mission of the Development Executives Network is to provide useful, high quality programs and training, build a sense of community among local nonprofits and provide members and guests with the opportunity to network with each other.

Contact

Have an item you would like to include in a future DEN newsletter? Please email employment opportunities, professional development, photos, etc. to Anna Dudney at adudney@miis.edubyr February 25th.

Professional Development

Community Foundation for Monterey County Spring 2011 Workshops

Monthly

Board Chair Brown Bag Lunch

Ongoing - no registration necessary

Community Foundation for Monterey County, 2354 Garden Road,
Monterey

March 17, 2011

Recruiting Your Best Board Yet

5:30 - 8:30 PM

Marina Branch, Monterey County Free Libraries, 188 Seaside Circle,
Marina

April 13, 2011

Board Seminar: Secrets of Successful Board Members

5:30 - 8:30 PM

Community Foundation for Monterey County, 2354 Garden Rd.
Monterey

For more information about these professional development opportunities offered by the Community Foundation, please contact Susie Polnaszek, Program Associate, Community Foundation for Monterey County, at 831.375.9712 x138.

Employment Opportunities

Catholic Charities of the Diocese of Monterey

Director of Mission Development

Catholic Charities, Diocese of Monterey, seeks a dynamic, self-directed, team oriented individual for a management-level position responsible for fund development projects of the nonprofit Agency focused on grant writing/management and special event planning/implementation. The position of Director of Mission Development will be part of the leadership team of Catholic Charities and will report directly to the Executive Director.

ABOUT CATHOLIC CHARITIES

Catholic Charities of the Diocese of Monterey is one of twelve Catholic Charities agencies in the State of California, and covers the Diocesan Counties of Santa Cruz, Monterey, San Benito and San Luis Obispo. Our Mission is to provide specific human services to the poor and disadvantaged, to promote justice, peace, human dignity, self-determination and self-sufficiency in accordance with the Gospel and Catholic Social Justice Teachings and to cooperate with other individuals and groups of goodwill to strengthen our communities. The five major programs and services of Catholic Charities, Diocese of Monterey, are: Family Supportive Services Program, Mental Health Counseling Program, Tattoo Removal Program, Immigration and Naturalization Program and Mission Development and Fundraising.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Grants Management

1. Research funding opportunities on an ongoing basis to support Agency sustainability.
2. Complete applications for grant funding to support the programs and general operations.
3. Design and maintain a computer-based system to ensure meticulous compliance with all deadlines and issues related to grants management and funding sources.
4. Maintain an organized grants filing system to ensure easy access to information.
5. Regularly collect client and donor statistical data from program directors and staff to accurately complete mid-year and final grant reports and to provide current program information.

Project and Events Planning

6. Oversee, develop/write and follow-through on at least five fundraising letters annually addressed to current and potential donors. (e.g., Easter, Holiday, Opus Christi Society (x2), Summer).
7. Coordinate and implement established fund development activities for the purpose of enhancing community relations, raising program and operational funds and maintaining an increasing donor base over time. (e.g., Annual Appeal, Christmas Angels, Opus Christi Society Celebration).
8. Design and implement a “signature event” that generates substantial funds as well as enhances the Agency’s presence and reputation among its community partners and donors.
9. Maintains meticulous attention to detail for each fund development activity.

EDUCATION: Bachelor’s Degree

QUALIFICATIONS: *(Equivalent education and experience that demonstrates the ability to perform the job may be considered).*

The ideal candidate for this position will have the following skills and experience:

1. Excellent computer skills including Microsoft Office (Word, Excel, Outlook) and internet research utilizing formal and informal tools (e.g., Foundation Search, Google, etc.).

2. Minimum of 2 years experience working with community-based/nonprofit agencies in areas of project management, grant writing, and/or events coordination.
3. Minimum of 2 years experience in grant writing, reporting, and data collection for nonprofit funding.
4. Demonstrated experience in project coordination including event planning and project coordination.
5. Excellent written and oral skills in English.
6. Strong organization and time management skills as demonstrated through detailed project management work.
7. Ability to provide strong leadership to a team of individuals through clear identification of goals, thorough communication of expectations and appropriate follow-through and accountability for project objectives.
8. Bilingual /biliterate in English and Spanish strongly preferred.

SALARY AND CLASSIFICATION:

This is an exempt, full-time position. Salary range is \$45,000 - \$55,000. Catholic Charities offers a full-range of employee benefits.

Please send a letter of interest and resume to Catholic Charities by March 31, 2011 to:

By fax: 831-393-3115

By email: eprakash@dioceseofmonterey.org

By mail: Catholic Charities, 922 Hilby Avenue, Suite C, Seaside, CA 93955

No phone calls will be accepted.

The Literacy Campaign for Monterey County

Executive Director

The Literacy Campaign for Monterey County is a new nonprofit organization. Its purpose is to promote literacy, raise awareness of literacy needs and build partnerships among literacy stakeholders.

The Literacy Campaign's Board of Directors is recruiting for an executive director. The job posting is listed at www.montereybayjobs.com and <http://www.literacycampaignmc.org/news.html>

Interested candidates may apply through MontereyBayJobs.com or by sending a letter, resume and references to the Literacy Campaign:

Literacy Campaign for Monterey County

376 Main St

Salinas, CA 93901

literacycampaignmc@gmail.com

The Community Foundation for Monterey County's role with the five-year Literacy Initiative is to coordinate the the final year (2011) of grants and evaluate the five-year effort. More background information is available at

<http://www.cfmco.org/index.cfm/id/219/About-Us/>

Rancho Cielo Youth Campus

Part time Volunteer Coordinator/Event Planner

- 20 hours per week, except during special events crunch time –then up to 30 hours/week

Reports to Executive Director or her designee; teams with development and other team members

Responsibilities Include:

Volunteer Recruitment, Management and Administration

- Recruit community volunteers
- Interview volunteers to create profile of skills, interests and abilities
- Facilitate Background Checks as needed
- Maintain up to date, clear, easily accessible records of volunteers and their skills
- Place volunteers in appropriate assignments

Volunteer Assignment Creation and Matching Volunteers to Assignments

- Uncover areas where volunteers could benefit Rancho Cielo in meaningful ways
- Uncover meaningful volunteer opportunities at Rancho Cielo
- Create written job descriptions for volunteer assignments

Volunteer Supervision and Evaluation

- Evaluate volunteer participation and performance monthly
- Constantly evaluate job match between volunteer and assignment, making adjustments when necessary

Volunteer Recognition

- Thank volunteers in writing
- Provide recognition to volunteers

Special Events

- Assist with special events and fundraisers benefitting Rancho Cielo
- Other duties as assigned

Qualifications and Skills:

- Highly developed organizational and planning skills
- A passion for the mission of Rancho Cielo
- Highly developed interpersonal skills
- Successful background in sales, marketing or public relations
- Donor and volunteer-oriented
- Skilled in computer and internet applications, Microsoft Office required
- Ability to function as part of a team
- Flexibility
- Demonstrates ability to communicate effectively verbally and in writing
- Self-directed
- Creative problem-solving skills
- Strategic thinking skills
- Lots of energy!

Visit our website at www.ranchocieloyc.org to download an employment application.

To submit resume, email to info@ranchocieloyc.org or fax to 831-444-3550.

California State University, Monterey Bay
Advancement Systems Analyst

This is an abbreviated version of the job description. For a full version with minimum qualifications and application information, please refer to CSUMB's employment website at <http://hr.csumb.edu/employment>

(Administrative Analyst/Specialist Non-Exempt)

The Advancement Systems Analyst is responsible for managing all fundraising and prospect data for University Advancement (UA). Responsibilities will also include providing processing gifts and donor acknowledgments, reporting, and assisting with other Advancement related activities such as prospect management, appeals, and mailings.

1. Database Management:

Managers all donor, prospect and gift information by maintaining a comprehensive database and coordinating the data flow.

2. Reporting:

Plans, organizes, and prepares donor and gift reports for use by University administration.

3. Gift Processing & Acknowledgement:

A. Assesses incoming gifts for accuracy and completeness of essential data. Assists the CSUMB Alumni Association and the Fort Ord Alumni Association in monitoring and tracking dues and donations.

MINIMUM QUALIFICATIONS:

Equivalent to graduation from a four-year college or university **AND** two years of technical or administrative experience which involved study, analysis and evaluation leading to the development or improvement of administrative policies, procedures and practices. Additional experience, which has demonstrated the requisite skills/abilities, may be substituted for required education on a year-for-year basis.

SPECIALIZED SKILLS REQUIRED:

Must have knowledge and experience with relational database development and maintenance, preferably Raiser's Edge.

DESIRABLE QUALIFICATIONS:

Demonstrated understanding of and commitment to the CSUMB Vision Statement and the core values. Experience working with a diverse and multicultural population and performing community services.

WORK ENVIRONMENT:

Office environment with standard equipment and tasks. Position requires working at a computer and desk for extended periods of time. May require travel between campus offices and off-campus locations.

POSITION ASSIGNMENT:

Office: University Advancement
Reports to: *Manager of University Advancement Services*
Classification: *Administrative Analyst/Specialist – Non-Exempt*
Job Code: **1038**
FLSA: Non-Exempt
Bargaining Unit: R09 – Technical and Support Services
Salary: \$3,245 - \$5,193 per month (effective July 1, 2007)
CSUMB Job #: MB2011-PC1684

Join or Renew YourDEN Membership Today!

The mission of the Development Executives Network is to provide useful, high-quality programs and training; build a sense of community among local nonprofits; and provide members and guests with the opportunity to network with each other.

2011 DEN Membership Benefits

- ✓ **Monthly networking** lunch program with stimulating speakers.
- ✓ One **FREE** admission to the annual **DEN Members Only Workshop**.
- ✓ **Monthly Newsletter** listing program information, job opportunities and useful resources.
- ✓ **Annual Membership Directory** including contact information for local organizations.
- ✓ One free ticket to the festive **Holiday Luncheon** in December and a chance to win great door prizes.
- ✓ **"Welcome Wagon"**-When a new person joins the development staff in a member agency, he/she is invited to attend one free lunch meeting to learn about DEN.
- ✓ **Memberships** are for the calendar year and are not pro-rated.

Please return this form along with **\$60.00** to:

DEN • 484 Washington Street, #199 • Monterey, CA93940

New Membership

Renewal

Please PRINT:

Agency Name _____

Contact Person & Title _____

Address _____

City _____ Zip _____

Phone _____ Fax _____

Email _____

Website _____

Membership benefits are extended to all staff, volunteers and board members of a participating organization **EXCEPT** for the **Members Only Workshop** and **Holiday Luncheon** which is limited to one person per organization unless an additional fee is paid. **Student membership may be used only for 2 years.**

www.DevelopmentExecutivesNetwork.org