



# Proyecto Pastoral at Dolores Mission

135 North Mission Road, LA, CA 90033  
Phone (323)881-0018 Fax (323) 268-7228  
www.proyectopastoral.org

## JOB DESCRIPTION

**POSITION:** Development Officer

**STATUS:** Full-time, exempt with benefits

Proyecto Pastoral at Dolores Mission was founded in 1986 by community residents and the California Province of Jesuits. Proyecto Pastoral at Dolores Mission empowers the community of Boyle Heights through grassroots projects in education, leadership, and service. It has grown into a highly effective community-based nonprofit that focuses on building reciprocal relationships with residents so that they are empowered to create change in their own lives and in the life of the community.

Our community building programs include the Guadalupe Homeless Project, an emergency shelter for men and a separate shelter for senior aged women; IMPACTO, an after school academic enrichment program for K-12 youth; Early Childhood Education Centers, focused on preparing children 18 months to 5 years old for kindergarten, and *Comunidad en Movimiento*, a civic engagement and leadership development program. Proyecto Pastoral also serves as the backbone organization for Promesa Boyle Heights, a cradle to career collaborative that is changing outcomes for neighborhood youth. Proyecto Pastoral serves over 5,000 children, youth and families through these programs.

**Position Summary:** Proyecto Pastoral seeks an energetic, committed and resourceful individual for the Development Officer position. Reporting to the Director of Development and working closely with the Leadership Team, the Development Officer is responsible for grant management including: tracking, researching, compiling, writing, editing, packaging and reporting, data entry and acknowledgement of public and private grants for Proyecto Pastoral.

In addition to grant submission and management, the Development Officer will support creation and execution of the organization's fundraising plan which includes but is not limited to coordinating events, mailings, and other administrative duties, as assigned.

## RESPONSIBILITIES

- Research, writing, and submission of government, foundation and corporate proposals and reports
- Coordinate with Program Directors and our Finance Department to produce timely proposals, budgets and reports to funders
- Identify and cultivate new prospects through networking opportunities, presentations to prospective supporters and other research
- Assist in all fundraising activities including site visits, special events, appeals, cultivation activities, and serving as a representative for the organization at donor-hosted events and meetings, etc.
- Process individual gifts and in-kind donations as well as all thank you responses. Support donor stewardship plans and activities
- Maintain donor files and manage Donor Perfect database
- Provide administrative support and other duties as needed, including recording minutes at board meetings

### ***General Proyecto Pastoral Employee Organizational Responsibilities***

- Demonstrate enthusiasm for Proyecto Pastoral and a strong commitment to its mission, including its community building vision and founding Jesuit values
- Be an active team member supporting other staff members
- Participate in Proyecto Pastoral events and activities

## EDUCATION, EXPERIENCE AND QUALIFICATIONS:

- Bachelors Degree



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- Minimum 2-3 years direct experience in grant writing in related field(s)
- Experience working with a database system such as Donor Perfect
- Experience collaborating with staff in administering various programs/grants
- Excellent interpersonal, written and verbal communication skills
- Creative person who values taking initiative, is comfortable interacting with a wide variety of stakeholders and has a willingness to network
- Excellent organizational skills with high attention to detail and proven ability to multitask in a fast-paced environment
- Strong computer skills (MS Outlook, Word, Excel, and PowerPoint)
- Preference for bilingual candidates (Spanish/English)
- A team player who is able to work flexible hours, including some evenings and weekends

Note: Demonstration of writing and editing skills may be requested if called in for an interview.

Proyecto Pastoral is an equal opportunity employer. Women and minorities are encouraged to apply.

Benefits include health, dental, vision, vacation, sick days, holidays, and 401k plan.

#### **TO APPLY:**

**Before April 16**, please email a cover letter, resume, salary history, and writing sample to Betsy Blanchard at [bblanchard@proyectopastoral.org](mailto:bblanchard@proyectopastoral.org).

We are seeking candidates who can begin in early May.