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**PARENT VOICES DEVELOPMENT ASSOCIATE**

**SUMMARY:** Parent Voices seeks a Development Associate to put their writing and communication skills to work resourcing the movement to transform childcare and advocate for parents in California. The Development Associate will manage Parent Voices current foundation grants, support planning and implementation of the organization’s 25th anniversary, design and launch an individual donor program (in relation to the anniversary), and research new sources of support. A successful candidate will be a skilled writer and communicator with strong attention to detail and the ability to manage multiple projects at once.

**ABOUT PARENT VOICES:** Parent Voices, a 25-year old project sponsored by the California Child Care Resource and Referral Network, is a chapter-based grassroots organizing effort which strives to create a just and caring society that centers the needs of Black, Indigenous, and Brown mothers and ensures that all children, parents, and caregivers journey through life with dignity and love. Through grassroots organizing and leadership development, we activate and center the wisdom of parents to transform child care and ensure all systems that impact our families are just, fair and inclusive. For more information about Parent Voices, please view the web site <http://www.parentvoices.org>

**ABOUT THE NETWORK:** The California Child Care Resource and Referral Network (Network), a nationally recognized non-profit membership organization, addresses the needs of parents and child care providers in its 58 local member agencies throughout California. The Network and its local members inform parents and the general public about available, quality child care and assist child care providers in serving their communities. Since 1980, the Network has provided leadership and vision for the continuous development and improvement of resource and referral services statewide, helping to build, support, and advocate for a quality child care system that supports the diversity of families and children in every community in California. For more information about the Network, please view the web site at [http://www.rrnetwork.org.](http://www.rrnetwork.org)

**JOB RESPONSIBILITIES**

**Grants Management**

* Manage quantitative and qualitative reporting for all foundation grants (currently 9 funding sources).
* Coordinate renewal of all grants and new grant applications including budget development with oversight from the Statewide Organizer
* Ensure timely submission of all grant reports.
* Develop and manage the Grants Calendar
* Oversee the file management system for grants so that all approved proposals, budgets, reports, award letters, and MOUs are scanned, returned to the donor or program partners and filed both on the server and in hard copy.
* Coordinate and manage documentation needed for proposal submission, including uploads necessary to funder portals.
* Attend all required funder-related meetings and trainings,
* Attend program meetings and activities related to understanding grants when needed.
* Liaison with the Resource and Referral Network staff as needed around foundation requirements, budgets, etc.

**Individual Donor Campaigns**

* Lead the design, planning, and implementation of Parent Voices 25th Anniversary Campaign in collaboration with the events consultant and Statewide Organizer.
* Design a new individual donor fundraising program to be launched at the 25th anniversary to ensure grassroots support for Parent Voices into the future.

**Resource Generation**

* Research potential funding opportunities
* Lead the writing of grant proposals, applications, and progress reports to funders.
* Support the Statewide Organizer in communication with potential and existing funders

**Data Systems**

* Analyze data systems to assess areas for consolidation and improvement.
* Ensure the data tracking strategies are reasonable and useful to staff members, chapter organizers, and parent leaders.
* Support program data entry to capture activities and impact accurately.
* Oversee the quality of program data to ensure proper documentation of all data presented to funders.
* Ensure reporting compliance with grant requirements, including documentation and tracking of lobby/advocacy hours of staff.
* Perform other related duties as assigned.

**REQUIREMENTS**

* Belief in social justice work that empowers communities
* Work effectively and efficiently alone and within teams: self-starter and self-directed while committed to communication and collaboration
* Ability to work with many groups and individuals, such as parents, community-based organizations, and government staff
* Strong writing and data management skills
* Flexible in time and mind: there will be evening commitments and work required during the weekend including travel throughout CA.
* Organized and detail oriented; able to maintain records; standard computer skills;
* Excellent time management skills: ability to prioritize work accordingly and manage multiple tasks
* Proficient in the use of Microsoft programs such as Word, Excel, and Powerpoint, and Google suite counterparts
* Comfort and confidence speaking with individuals who have wealth or represent institutions that distribute wealth.

**QUALIFICATIONS:**

* Commitment to social justice and grassroots organizing (or work experience equivalent)
* Knowledge of child care systems and/or other social service programs preferred
* At least 3 years of experience working with non-profit organizations, with experience writing successful grant proposals and managing grant or contract reporting and requirements.
* Strong written and verbal communication skills, with demonstrated knowledge of proper compositional practices to aid in writing and proofreading.
* Possess the ability to authentically engage and work with diverse communities (economically, ethnically and linguistically diverse populations of parents) and empower them to represent themselves and their needs with funders.

**POSITION AVAILABLE:**  **Development Associate Full-time/Non-Exempt**

 **$55,000-60,000 depending on experience**

**Excellent benefits incl: paid vacation and sick time, health and dental insurance**

**APPLICATION DEADLINE: June 30, 2021 (Open until filled)**

## IDEAL START DATE: August 1, 2021

**APPLICATION PROCESS:** Please email cover letter and resume to: Mary Ignatius,

Statewide Organizer, Parent Voices mary@parentvoices.org. Questions? 415-494-4653

*The California Child Care Resource and Referral Network is an Equal Opportunity Employer. People of color, women, immigrants, youth, LGBTQ, and people with disabilities are encouraged to apply!*