



Job Description: Development Specialist

Organization: The Kim Foundation

Reports to: Director of Operations

Position Title: Development Specialist

Position Summary

The Development Specialist is pivotal in ensuring the smooth and efficient functioning of The Kim Foundation's mission. This individual will assist with development and operations support, including donor tracking, program and event coordination, and administrative tasks to further the foundation's mission of preventing suicide and supporting mental health initiatives. The ideal candidate is a self-starter with exceptional organizational and relationship-building skills, a passion for mental health advocacy, and the ability to work effectively both independently and as part of a team.

Key Responsibilities

Development / Donor Support

- Responsible for entering all donations and maintaining donor database to ensure accurate donor management, tracking, and reporting.
- Coordinate and lead all donor follow-up processes, including logo retrieval and public acknowledgements, following established protocols.
- Collaborate with leadership staff to conduct outreach and quarterly communication with current donor lists and other potential donors for re-engagement and stewardship.
- Facilitate event sponsorship renewal asks and ongoing sponsor communication and tracking for events.
- Assist with donor and volunteer appreciation activities to increase engagement and support donor development.
- Help with researching grants and compiling grant submission renewals applications in collaboration with the Program Manager.

Operations Support

- Maintain day-to-day operations, including providing administrative support for incoming calls, referrals, printing and mailings, and other duties as assigned.

- Control all inventory including restocking supply bins for office and updating orders and tracking system.
- Coordinates printing needs and assists with supply drop-offs and pick-ups and other tasks.

Community Engagement and Event Support

- Collaborate with program staff to assist with capturing program highlights, photos, and participant feedback for newsletters, social media, and grant reporting.
- Lead the coordination of community fairs and outreach booths, representing the foundation at various events and coalitions with key partners.
- Support all events through assisting with event-related email correspondence and communication. Assist with the coordination and other identified pre-event planning needs.
- Enter event and program evaluation data and outreach metrics into tracking systems to support reporting and outcomes analysis.

Qualifications

- Bachelor's degree in social services, business, human resources, or equivalent 3-5 years of work experience in nonprofit development or administration.
- Minimum of 1-3 years of experience in development/operations, preferably in the nonprofit or mental health sectors.
- Exceptional interpersonal and communication skills, with the ability to collaborate across diverse teams and stakeholders.
- Excellent organizational, problem-solving, and written communication skills.
- Familiarity with mental health services, suicide prevention programs, or crisis intervention work.
- Proficiency in technology and other tracking systems.
- Reliable transportation.
- Ability to work a flex 40-hour per week.
- Willingness to adhere to the Employee Handbook.