



**Open Position:**                    **Communication & Development Associate**  
**Reports To:**                    **Development Manager**

**Our Organization:**

Dientes is an award-winning, NHSC approved dental organization serving Santa Cruz County. Our mission is to create lasting oral health for the under-served children and adults of Santa Cruz County and neighboring communities. We are a non-profit organization that believes in providing top-notch, quality care for all patients regardless of income. We provide comprehensive dental services including specialty care, and serve over 11,000 children, adults and seniors with over 42,000 dental visits projected in FY 2019. Our philosophies value safety, quality, community, education and fun, all while striving to put our patients first.

**The Position:** Dientes has an exciting new opportunity (with room for growth!) for a full-time Development Associate to help support our fundraising team as we rise to the next level! We are currently preparing for a major capital campaign and expansion into a brand new 10-chair clinic, and we need a fun, driven, and hard-working addition to our amazing team!

**Requirements:**

- Minimum 3-5 years of experience in a non-profit organization with responsibilities in fundraising/business development, administration and communications.
- Motivation: Desire to contribute to the non-profit mission of Dientes Community Dental Care and rally others behind the cause.
- Technical Skills:
  - Knowledge of non-profit fundraising, including cultivation, solicitation and stewardship, prospect research and tracking, and campaign structures.
  - Advanced proficiency with: Raiser's Edge database; Microsoft Office Suite (Excel, Word, PowerPoint, Publisher); Adobe (Photoshop, Illustrator, InDesign, Acrobat); Word Press and HTML experience.
- Project management: Strong organizational skills, attention to detail, and experience in managing complex and multi-dimensional projects.
- Time management: Ability to work under pressure and consistently meet deadlines without compromising attention to detail.

- Team player: Ability to work independently as well as function cooperatively and productively as a member of a team. Great interpersonal skills.
- Initiative: Ability and willingness to be self-starting and take initiative.
- Communicating: Exceptional oral and written communication skills, ability to convey ideas to different types of individuals. Strong editing skills. Positive, “can-do” attitude.
- Confidentiality: Ability to handle confidential material accurately and with sensitivity.
- Volunteer management: Experience motivating volunteers to accomplish goals.
- Must possess a valid CA Driver’s License, auto insurance and reliable vehicle.

**Key Responsibilities:**

- Develop and produce direct mail, including: annual report, newsletters, direct mail appeals, and other materials by conducting interviews, collecting data, writing articles, managing graphic design, and coordinating with printer and mail-house
- Oversee design, distribution of collateral, including: brochures, flyers, and posters
- Coordinate public relations and advertising with local publications by writing press releases and creating advertisements.
- Coordinate production of videos and photoshoots.
- Maintain online presence and promote engagement, including: website (WordPress), Facebook, YouTube and Linked-In.
- Coordinate donor events, including sponsorships, site, logistics and communications
- Develop patient story bank

**Our Location:** Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County’s natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. It has an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year.

Its unique shops and restaurants coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, and biking, offer a wealth of leisure activities. Higher education includes Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour’s drive away. These elements of high quality living make Santa Cruz County one of California’s most desirable living areas and, as such, the cost of housing is high.

**The Pay:** \$20-25/hour, depending on experience, plus:

- **Great Benefits:** We offer 4 health insurance options, three of which we pay 100% of employee’s premiums, 50% paid for dependents. We provide the best of the best dental services (provided onsite!) for employee and 50% paid for dependents.

- **Generous PTO:** We also provide 11 paid holidays, 15 days paid time off in first year and increasing to 18 paid days off in year 2.
- **Retirement:** Dientes offers a generous benefits package including up to 3% match toward 403b plan.
- **Education Allowance:** Our employees receive a reimbursement of up to \$1200 per Fiscal Year. Clinical staff members also receive two paid days off for education purposes after your first year of employment, and three days after your third year.
- **Work/Life Balance:** At Dientes, we work hard, and we play hard! It is extremely rare that you will see a day over 8 hours, and we encourage you daily to go out and enjoy the California sun!

**Why Should You Apply? Here's what our current employees say:**

- “My co-workers at Dientes are like a second family to me. I feel supported by my team and go home every day feeling good about the work I've done.”
- “Dientes patients are like no other! Every day, multiple times a day, I am thanked by patients, and their gratitude goes a long way.”
- “The best thing about working for Dientes for me is the fact that we have the best technology, even as a non-profit. A lot of people wouldn't expect our facilities to be so clean and modern. It feels good to offer this high level of care to our underserved patients- they deserve it.”
- “I'm a Dentist, and never before in my career have I been offered such a generous benefits plan, including PTO, sick time, and vacation. Paired with the meaningful work I do each day, I know that I'm in the right place.”

**Dientes is an equal opportunity employer.**