



Open Position: Development Assistant (PT)
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 Part-Time Development Assistant 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:

- Must have experience utilizing Raiser's Edge or similar donor database
- At least 1 year of event coordination experience
- Social Media savvy with ability to lead the team in latest trends
- Proactive mindset with a willingness to jump in, solve problems, and anticipate needs whenever possible
- Positive and high energy personality that is detail oriented, enthusiastic, and simply a pleasure to be around!
- A keen eye for aesthetics with solid graphic design abilities; high aptitude with Microsoft Suite
- Must possess a valid CA Driver's License, auto insurance and reliable vehicle.

Key Responsibilities:

- Donation processing and finance reconciliation
- Draft social media

- Event coordination and tabling
- Targeted grant and major donor research
- Grant gift processing and draft grant acknowledgement letters
- In kind and small repeat grants (<\$2500)
- Hand addressing major donors and targeted appeals, “Thank You” cards
- Creation clinic posters and coordination of patient mailings

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: \$15-18/hour, depending on experience.

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.