

WATCH RESOURCES, INC.

12801 Cabezut Road, Sonora, CA 95370
(209) 533-0510
www.watchresources.org

JOB DESCRIPTION

Position Title: Philanthropy Associate

Classification: Contracted Outside
Salesperson, Exempt

Reports to: Executive Director

Grade: EX-1

Supervisors: None

Purpose: The Philanthropy Associate position is a part time contract position which develops funding to support our services using the "Benevon Model" for sustainable funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES Including but not limited to the following:

1. Coordinate the work of the Benevon team consisting of Board Members, Staff and Volunteers.
2. Maintain the database of donors and contacts.
3. Ensure that the system of follow-up calls and activities is fully implemented.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be committed to the Mission of WATCH Resources, Inc. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act (ADA), 1991.

A. Education and/or Experience:

1. High School diploma or GED required.
2. College credits in education, special education, vocational rehabilitation or a related field preferred.
3. Two years work experience required. Direct service to developmentally disabled persons preferred.
4. Knowledge of the Benevon Model for Raising More Money

WATCH RESOURCES, INC.

5. Excellent computer skills
6. Passion for the mission of WATCH Resources, Inc.
7. Excellent public relations skills
8. Commitment to the ideal of sustainable funding.

B. Working Knowledge of:

1. Disabilities and related characteristics of individuals, served by the agency, to deal positively and creatively with developmentally disabled adults.
2. Effective interpersonal communication skills.

C. Language Skills:

1. Ability to communicate verbally and in writing.
2. Good writing and computer skills
3. Effectively be able to present information and respond to questions from individuals and groups of managers, customers, professionals and the general public.

D. Reasoning Abilities:

1. Follow written and verbal directions
2. Ability to solve practical problems and use available resources.
3. Ability to plan and organize time.
4. Ability to work independently
5. Maintain composure and good judgment under stressful situations
6. Ability to establish and maintain professional, cooperative relationships with local business personnel, agencies, program participants, fellow employees and the general public.
7. Ability to maintain professional demeanor while experiencing multiple and changing priorities and demands.

E. Certificates, Licenses, Registrations:

1. Possession of a valid California Motor Vehicle Operators License and a clear driving record determined by a Department of Motor Vehicles record.
2. Must be able to provide proof of personal auto insurance.
3. Health screening to include a drug and alcohol screening and TB test performed by a physician verifying ability to complete job duties.
4. Department of Justice criminal record clearance.
5. Possession of or the ability to acquire a Red Cross First Aid and CPR Certificate.

F. Other:

WATCH RESOURCES, INC.

1. Must have access to reliable, personal vehicle to be used in the course of your work.
2. Must be able to work flexible hours. Scheduled hours will be determined by customer and program participant needs.
3. Must be able to use general office equipment and program equipment.
4. Must possess above average flexibility.

SUMMARY OF CUSTOMARY PHYSICAL DEMANDS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Frequently (34-66%) sitting, standing, walking.

Occasionally (1%-33%) Bending over, reaching overhead, balancing, pushing/pulling, lifting/carrying less than 10 lbs., Skin/hands in water, exposed to chemicals and repetitive hand use.

Hazards, Working Conditions, Equipment Used:

Working Conditions include: High Noise Levels, Walking on Uneven Ground

Possible Exposures include: Dust, Gas, Fumes,
Equipment Used:

- Driving Vehicles/Equipment
 - i. Must be able to drive to and attend events and meetings as well as transport consumers.
- Operating Equipment/Machinery
Computer, Fax Machine, Calculator, Printer/Copier, Telephone
- Personal Protective Equipment (PPE)
 - i. Safety Equipment - *ear plugs, goggles, etc*

Regarding Use of Senses: Clear Vision at 20 Inches or Less Required, Clear Vision at 20 Feet or More Required.

Work Environment:

The work environment conditions described here are representative of those any

WATCH RESOURCES, INC.

employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. As a Philanthropy Associate the work environment will depend on the work schedule and work environment of the job.

On site at WATCH Resources, Inc.:

Small, medium to large office area with central heating and air conditioning system, handicap accessible, noise level moderate, lighting provided by artificial means and windows;

Out-of-doors: In and out of central location, in and out of car, weather conditions dependent on the season, temperatures: low, 30° to high, 100° plus, may include driving or working in rain and snow and the need to install and drive with snow chains.

I have read and understand and am able to perform the essential functions of the job of Philanthropy Associate as outlined above. I have received a copy of this Job Description.

Employee

Date