



JOB DESCRIPTION

Contracts and Fund Development Analyst

40 hours per week, Full time

Salary Scale: \$55,520-\$68,286

Health Benefits Eligible

First Date Application Screening: January 11, 2019

Position Open Until Filled

About the Position

Under the supervision of the Finance & Operations Director, manages and provides administrative analytical support for fiscal, fund development and related operations. This position performs a variety of analytical and administrative duties of moderate to high scope. Key to this position is attention to procurement activities (development of contracts and service agreements) and administrative functions associated with fund development. This position may supervisor technical staff.

About the Agency

Pajaro Valley Prevention & Student Assistance, Inc (PVPSA) has been the leader of youth prevention and intervention services in the Pajaro Valley (South Santa Cruz County and North Monterey County). We believe that every young person in our community should have the opportunity to thrive. Our mission is to improve the quality of life of children, youth and families in the Pajaro Valley by providing health education, prevention services, behavioral health services, and by advocating for public policies that protect the health of our community.

Duties and Responsibilities

- Manage all contract agreements with funding partners and ensure timely submittal of all required documentation including all reports.
- Manage and provide analytical support services for the agency's fiscal operations as needed
- Analyzes, researches, gathers and interprets information on a wide variety of management matters such as budgets, legislation, programs, contracts and staffing
- Researches, identifies or develops program monitoring tools that will enable program leads to track program deliverables to address the scopes of work outlined in the agreements
- Work with Finance Director to finalize the fund development donor tracking system, research donor policies and procedures and ensure compliance of all required documentation
- Identify and create a list of prospective partners, i.e. community leaders, business owners, legislature and organizations to further agency's mission
- Identify fund development opportunities inclusive of grant opportunities and work with Finance Director and CEO and associated personnel to implement agreed upon activities

PVPSA
335 East Lake Avenue
Watsonville, CA 95076
www.pvpsa.org

- May be assigned to attend or serve as management liaison at meetings/functions such as committees, task forces, community forums and conferences
- With support from assigned personnel, coordinate mass mailing and internal, external (public) communication plans for the agency.

Employment Standards

Knowledge of:

- Principles and practices of procurement management
- Principles and practices of public or business administration
- Principles of mathematical and statistical analysis, preparation and presentation
- Fund development key components and public relations

Ability to:

- Work with various excel sheets at any given time
- Manage time effectively given the multiplicity of duties
- Manage online database systems
- Track and analyze a wide variety of complex data and information
- Prepare and present written and oral reports of various types
- Interpret and apply codes, regulations, policies, procedures and guidelines
- Work independently and as a team as needed
- Establish and maintain effective work relationships with all stakeholders
- Provide support and direction to others on projects and activities

Training and Experience

Requires a bachelor's degree in business administration, public administration, social services, political science, education or related field from an accredited institution and two years of relevant fiscal and administrative experience

Benefits:

PVPSA offers competitive benefits including Paid Time Off, Medical, Dental, Vision, Life and Employer Sponsored Retirement Plan.

This is an exempt position

How to Apply:

If interested, please submit your resume and a cover letter via email or mail to:

PVPSA Human Resources

c/o Beatriz Collazo, Sr. Analyst

email: beatriz.collazo@pvpsa.org

mail: 335 East Lake, Avenue, Watsonville, CA 95076