South Coast Chinese Cultural Association (SCCCA)
Development Specialist

Department: Development & Communications
Reports to: Director of Development & Communications
Collaborates with: Development Manager, Cultural Program Team, Finance, and Office Manager
Position Type: Full-Time, 40 hours per week
Location: Irvine, California (On-Site)
Target Start Date: January 2027
Compensation: $58,000-$65,000 annually, plus benefits

About SCCCA

For 50 years, the South Coast Chinese Cultural Association (SCCCA) has brought students, families, and community members together through Chinese language education, cultural programs, and shared experiences. Founded in 1976 by immigrant families seeking to preserve their language and heritage for future generations, SCCCA has grown into a vibrant community organization serving more than 30,000 individuals annually throughout Orange County.

Today, SCCCA offers a wide range of educational and cultural opportunities for all ages, including Irvine Chinese School, Irvine Chinese Immersion Preschool, music, dance, martial arts, and community-wide cultural celebrations such as the Mid-Autumn Festival, Lunar New Year Parade at Great Park, and Lantern Festival at Segerstrom Hall. As SCCCA celebrates its 50th anniversary, the organization is also looking toward the next generation, expanding opportunities for younger generations and people of diverse backgrounds to connect with Chinese heritage while fostering cultural understanding and stronger connections across communities.

Position Summary

SCCCA seeks a thoughtful, proactive, and detail-oriented individual who can bring ideas to life as our Development Specialist. This individual will play an important role in strengthening SCCCA's fundraising operations and donor engagement programs during an exciting period of growth.

Reporting to the Director of Development & Communications, the Development Specialist will take primary responsibility for the day-to-day management of SCCCA's donor database, including maintaining accurate records, processing and tracking contributions, preparing donor acknowledgments, conducting data cleanup, and generating reports and analyses. The position will also support individual giving, donor stewardship, institutional grants, corporate sponsorships, and fundraising activities associated with major cultural events.

Working closely with the Director and Development Manager, the Development Specialist will help establish reliable systems, effective workflows, and consistent fundraising practices that strengthen SCCCA's development infrastructure and long-term sustainability. This position offers an opportunity to take ownership of essential development operations while contributing to SCCCA's vision for the next 50 years.

The Development Specialist will join a welcoming, culturally diverse team in a multilingual environment, bringing together individuals with different backgrounds, experiences, and connections to Chinese heritage. SCCCA's offices are located within the 44,000-square-foot South Coast Chinese Cultural Center in Irvine, a dynamic campus filled with language classes, cultural arts, and community activities. Working at SCCCA offers a unique opportunity to experience the organization's mission firsthand and contribute to a community where culture is not only preserved, but actively learned, practiced, and shared.

Key Responsibilities

1. Development Operations, Donor Database & Reporting (40%)

- Serve as the primary administrator of SCCCA's Bloomerang donor database, managing day-to-day data entry, maintenance, accuracy, and reporting.
- Maintain accurate donor and prospect records, including contributions, pledges, contact information, giving history, and engagement activities.
- Coordinate gift processing, contribution tracking, and reconciliation with Finance to ensure accurate and timely records.
- Prepare and distribute donor acknowledgment letters, tax receipts, and other donor correspondence.
- Conduct regular database cleanup, including identifying and resolving duplicate records, correcting inconsistencies, and standardizing data entry practices.
- Generate donor lists, mailing labels, reports, data exports, and printouts for fundraising activities and other authorized organizational needs.
- Prepare fundraising reports and analyze donor giving trends, campaign results, donor retention, and other relevant data to support planning and decision-making.
- Support donor segmentation and targeted outreach for fundraising appeals, stewardship, and cultivation.
- Maintain organized development records, calendars, and documentation.
- Identify opportunities to improve database functionality, data accuracy, reporting processes, and development workflows.

2. Individual Giving, Donor Stewardship & Legacy Giving (20%)

- Coordinate donor acknowledgment, recognition, and stewardship activities to ensure thoughtful and consistent donor engagement.
- Support annual giving campaigns, fundraising appeals, and donor communications, including mailing lists, campaign tracking, and follow-up.
- Assist with maintaining relationships with longtime supporters, alumni, families, and community members.
- Support the development of SCCCA's legacy giving program, including donor materials, prospect tracking, outreach coordination, and follow-up.
- Assist with identifying, researching, and tracking major donor prospects.
- Coordinate donor cultivation activities, stewardship gatherings, and other donor engagement opportunities as needed.
- Help maintain consistent donor communication and stewardship records within Bloomerang.

3. Grants & Institutional Funding Support (15%)

- Work closely with the Development Manager to support SCCCA's institutional grants program.
- Assist with researching foundation, corporate, government, and other institutional funding opportunities.
- Maintain and update the grant prospect database, application calendar, submission deadlines, and reporting schedule.
- Gather organizational information, program descriptions, impact data, budgets, and supporting documents for grant applications.
- Assist with preparing application materials, attachments, and supporting narratives as needed.
- Coordinate with program staff and Finance to collect information required for proposals and reports.
- Track grant submissions, funding decisions, reporting requirements, and follow-up activities.
- Maintain organized grant files and assist with funder correspondence and reporting.

4. Corporate Sponsorships & Community Partnerships Support (15%)

- Support the Director and Development Manager with corporate sponsorship and community partnership initiatives.
- Research prospective corporate sponsors and community partners.
- Assist with preparing sponsorship proposals, presentations, outreach materials, and supporting documents.

- Maintain sponsorship prospect records, outreach tracking, commitments, and follow-up schedules.
- Support sponsorship activities for SCCCA's major cultural events, including the Lunar New Year Parade and Lantern Festival.
- Coordinate sponsorship benefits, recognition, fulfillment, and post-event reporting with relevant staff.
- Help maintain relationships with existing sponsors and track renewal opportunities.

5. Fundraising Events & Special Projects (10%)

- Support development-related activities for SCCCA's 50th anniversary initiatives and major cultural events.
- Coordinate donor and sponsor invitations, recognition, stewardship activities, and fundraising materials.
- Assist with fundraising event preparation, donor tracking, contribution records, and post-event follow-up.
- Collaborate with program and event teams to support fundraising-related needs.
- Assist with special development projects and departmental initiatives as assigned.

Qualifications

Required Qualifications

- Commitment to SCCCA's mission and community-centered work of preserving and promoting Chinese heritage, culture, and language.
- Approximately 2–4 years of relevant experience in nonprofit development, fundraising operations, donor relations, database administration, or related work.
- Strong organizational skills, attention to detail, and commitment to maintaining accurate records.
- Experience working with databases, CRM systems, spreadsheets, or other information management tools.
- Ability to organize, analyze, and present information clearly through reports, spreadsheets, and data summaries.
- Excellent written and verbal communication skills, with the ability to communicate comfortably with internal staff and external community members.
- Ability to manage multiple projects, deadlines, and ongoing responsibilities.
- Strong problem-solving skills and willingness to identify opportunities for improving systems and processes.

- Cultural sensitivity and ability to work collaboratively in a multilingual environment.
- Proficiency with Microsoft Office or Google Workspace, particularly Excel or Google Sheets.
- Ability to work collaboratively across departments and with volunteers and community partners.
- Bachelor's degree or equivalent relevant professional experience.

Preferred Qualifications

- Experience using Bloomerang or a comparable donor CRM.
- Experience with donor database management, gift processing, contribution reporting, and donor acknowledgments.
- Familiarity with donor data cleanup, segmentation, reporting, and fundraising analytics.
- Experience supporting individual giving campaigns, donor stewardship, or fundraising events.
- Experience assisting with grant research, application coordination, or institutional funding.
- Familiarity with Orange County's nonprofit and philanthropic community.
- Experience working in a cultural, educational, or community-based nonprofit organization.
- Bilingual English/Mandarin Chinese communication skills.

Ideal Candidate

The ideal candidate is proactive, resourceful, and detail-oriented, with a strong interest in building effective systems and supporting meaningful donor relationships. They enjoy working with data and understand that accurate records, timely acknowledgments, and consistent follow-up are essential to successful fundraising.

This individual is comfortable taking ownership of day-to-day responsibilities, managing information carefully, and providing reliable support to colleagues. They can balance ongoing operational work with project-based assignments and communicate effectively across different teams.

We are looking for a self-directed thinker who can identify challenges, recommend practical solutions, and carry projects from beginning to end. The successful candidate will bring curiosity, initiative, and a collaborative spirit to a growing development department, with opportunities to expand their skills and responsibilities over time.

Position Details

- **Location:** Irvine, California
- **Schedule:** Full-time, 40 hours per week, five days per week
- **Event Participation:** Occasional evening or weekend events and local travel may be required

- **Reporting:** Reports directly to the Director of Development & Communications

Benefits and Salary

- Starting Salary: $58,000 - $65,000 annually, depending on qualifications and experience
- Health, dental, vision, and life insurance
- 401(k) retirement plan and paid time off
- Annual professional development stipend available

First-Year Priorities

During the first six months, the Development Specialist will focus on:

1. **Donor Database Management:** Take ownership of SCCCA's Bloomerang donor database, including data entry, record maintenance, duplicate cleanup, and consistent data management practices.
2. **Gift Processing & Acknowledgments:** Establish reliable procedures for recording contributions, coordinating with Finance, and preparing timely donor acknowledgments and tax receipts.
3. **Reporting & Analysis:** Develop standard fundraising reports, donor lists, mailing exports, and giving analyses to support the Director, Development Manager, and other authorized staff.
4. **Grants Support:** Work closely with the Development Manager to maintain the grant calendar, track applications and deadlines, organize supporting documents, and assist with submissions and reporting.
5. **Donor Stewardship & Fundraising Support:** Assist with donor communications, annual giving campaigns, sponsorship fulfillment, and development-related activities for SCCCA's 50th anniversary and major cultural events.
6. **Development Systems & Workflows:** Help document and improve development procedures to ensure accurate records, efficient operations, and consistent donor engagement.

How to Apply

Interested candidates are asked to submit a cover letter, resume, and two (2) relevant work samples demonstrating experience in development operations, donor communications, database reporting, fundraising campaigns, or related work.

Please email application materials to info@sccca.org with the subject line "SCCCA Development Specialist."

Please no phone calls. We will confirm receipt of applications as they are received.

Applications will be reviewed on a rolling basis, and the position will remain open until a suitable candidate is selected. We look forward to welcoming a new team member!