

Center for Domestic Peace  
Fund Development and Community Relations Assistant  
JOB ANNOUNCEMENT

---

**JOB TITLE:** Fund Development and Community Relations Assistant  
**HOURS:** Full time, some evenings, occasional weekend event  
**COMPENSATION:** \$35,000/year\*  
**BENEFITS:** 3 weeks' vacation, medical and dental package

\* A training range of \$2,500 - \$5,000 less per annum may be offered for up to six months for applicants who do not meet the minimum requirements.

**CENTER FOR DOMESTIC PEACE (C4DP)** is a non-profit community organization, in existence now for 38 years, working at the county, state, and national level to end domestic and dating violence. C4DP serves women, men, and youth who have been, and/or who are at risk of being, abused and or battered, or who have perpetrated, and/or who are at risk of perpetrating, abuse, bullying, and or battering. C4DP's programs helping children, teens, women, and men to live violence-free lives include: 24-hour hotlines; emergency shelters; transitional housing; support groups; legal advocacy; school programs; community prevention and education projects; professional continuing education programs; corporate, state, and nation-wide trainings; leadership development programs; and resource identification.

C4DP is seeking an experienced, detail-oriented, motivated and team-oriented person dedicated to the cause and to supporting the fund development team in gaining the maximum results through a variety of fund development strategies. These include: foundation and corporate grants; public relations; donor relations and other initiatives. The winning candidate will join a dynamic, highly-trained fund development team already in place, and an organization with a proven track record in attaining significant government and foundation grants.

C4DP is funded through numerous government grants, foundations, corporations, and individual donors. The Fund Development and Community Relations Assistant reports to the Operations Manager and works closely with the Fund Development and Community Relations Manager.

The Fund Development and Community Relations Assistant position includes oversight and/or project responsibility within the following areas of C4DP fund development efforts:

**RESPONSIBILITIES:**

**Fund Development:**

- Assist with donor communication and follow-up as directed
  - Manage and update website as assigned
  - Responsible for overall fund development database (responsible for excellent, accurate data entry for all donations)
  - Responsible for the handling of confidential financial records and materials
  - Assist with development of donor relations
  - Oversee public relation material in resource center; assist with distribution of materials to community collaborators and broader community
  - Facilitate the donor acknowledgement process
  - Provide support to Fund Development and Community Relations Manager
  - Provide assistance to Fund Development team for upcoming events and other special projects or activities
  - Other duties as assigned
- 
- Mother's Day event:
  - Attend Mother's Day committee meetings
  - Assist with procuring donations and silent auction items for event

- Track and thank silent auction donors
- Keep track of registrations, payments, food choices, etc. Send confirmation emails
- Make calls to recruit attendees, as directed
- Print programs, name cards, silent auction guides, and materials as needed
- Help set up night before and day of event
- Direct volunteers onsite
- Help clean up, and other duties as needed
- Manage thank you notes post event to donors and attendees

**Administrative:**

- Provide office and administrative support including copying, faxing, phone calls, message taking, reception, mailings, scheduling, and accepting donations
- Provide professional interactions with the public, by phone, email and in person
- Assist with the planning, scheduling, logistics, materials and catering preparation for appropriate meetings and workshops, and any other events as requested
- Assist with the assembly and distribution of training materials, resource materials and other support materials as needed
- Support fund development staff with other administrative support tasks as assigned
- Handle incoming donations and thank you responses for the majority of incoming donations to C4DP

REQUIREMENTS:

**Experience and Abilities:**

- College degree and/or 2-4 years relevant experience in community-based organizations in a fund development and/or communications role
- 2 years administrative oversight for special events
- Experience using donor databases a plus, including Donor Pro
- Excellent knowledge/experience of professional office procedures
- Outstanding interpersonal and written communication skills
- Excellent donor relationship-building essential
- Ability to maintain confidential record material
- Ability to work gracefully under pressure and against deadlines
- Strong computer skills, including proficiency in MS Office Suite
- Ability to organize and prioritize diverse, complex projects efficiently
- Sensitivity and understanding of the issues of domestic violence and feminist principles
- Ability and desire to work as part of a team in a dynamic and fast-paced environment
- Must have a valid California driver's license and auto insurance
- Knowledge of PageMaker, Publisher or other desktop publishing a plus
- Knowledge of social media
- Ability to accommodate occasional evening and weekend meetings/special events
- Ability to lift 30 lbs.

**To apply: Please email resume and cover letter to:**

Operations Manager  
[jholton@centerfordomesticpeace.org](mailto:jholton@centerfordomesticpeace.org)

No phone calls please