

Center for Domestic Peace
Development and Community Relations Associate
JOB ANNOUNCEMENT

JOB TITLE: Development and Community Relations Associate
HOURS: Full time, some evenings, occasional weekend event
COMPENSATION: \$65,000/year
BENEFITS: 3 weeks' vacation, medical and dental package, retirement benefits
TO APPLY: COVER LETTER AND RESUME REQUIRED
LOCATION: San Rafael, California – Onsite with some remote flexibility
STATUS: Exempt

* 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 is a non-profit organization founded in 1977, working at the county, state, and national level to end domestic violence. Center for Domestic Peace (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: donor retention and prospecting; events and campaigns; public relations; grants 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. This person will be responsible for donor database tracking/correspondence and help to create marketing materials, graphic design tasks, newsletter articles, fundraising campaigns and events, donor relations and grant related prospecting and reporting. Lastly, this person will join the team that acts as host to our A Street location, with duties to include receiving walk-ins, deliveries, donations and mail, and will enjoy interacting with people.

C4DP is funded through numerous government grants, foundations, corporations, and individual donors. This important role will report to the Development and Community Relations Officer and be required to be onsite in San Rafael with an occasional remote work option.

RESPONSIBILITIES: Fund Development

1. Excellent, accurate database ownership: gift entry, donor acknowledgements, reconciliation, and reporting
2. Proactive donor prospecting and outreach: individual, group, and corporate
3. Play a key role in donor retention and cultivation strategies
4. Assist with fundraising appeals, list segmentation, and follow-up
5. Facilitate new income strategies such as workplace giving campaigns and targeting fundraising campaigns (millennials giving, groups, social enterprises, legacy giving)
6. Events Planning: assist with small and large events: planning, implementation and follow-up, including annual luncheon, donor appreciation and volunteer events, and annual Domestic Violence Awareness Month events
7. Participate in community outreach efforts including tabling and community events

8. Facilitate in-kind donations and holiday giving program
9. Grants: prospect, write and submit grant proposals, letters of inquiry, reports and other documents
10. Assist with writing copy, graphic design and marketing task as assigned
11. Oversee public relation materials in resource center; assist with distribution and tracking of materials to community collaborators and broader community
12. Support fund development staff and committees with administrative support as assigned
13. Handling of confidential financial records and materials
14. Participate in rotation of staffing the Administration Building.

REQUIREMENTS:

Experience and Abilities:

1. College degree and/or 2-4 years relevant experience in community-based organizations in a fund development and/or communications role
2. 2 years administrative oversight for special events
3. Experience using donor databases a plus, including Donor Pro or SalsaCRM
4. Excellent knowledge/experience of professional office procedures
5. Outstanding interpersonal and written communication skills, with essential critical analysis skills
6. Excellent donor relationship-building skills
7. Ability to maintain confidentiality of all records
8. Ability to work professionally under pressure and against deadlines
9. Strong computer skills: MS Office necessary and Google Suite, Wordpress and Asana a plus
10. Ability to organize and prioritize diverse, complex projects efficiently
11. Sensitivity and understanding of the issues of domestic violence and feminist principles
12. Ability and desire to work as part of a public-facing team in a dynamic and fast-paced environment
13. Must have a valid California driver's license and auto insurance
14. Knowledge of Canva, Publisher or other publishing a plus
15. Ability to accommodate occasional evening and weekend meetings/special events
16. Ability to lift 30 lbs.
17. Typing 45 words per minute

CENTER FOR DOMESTIC PEACE IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYEE

We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion and training.

To apply: Please email resume and cover letter to:

Marla Hedlund
 Development and Community Relations Officer
Mhedlund@c4dp.org
 No phone calls please