

***Sarah's Inn is a community-based non-profit organization whose mission is to improve the lives of those affected by domestic violence and to break the cycle of violence for future generations. Our services and initiatives focus on ending relationship violence through domestic violence crisis intervention, community education, and violence prevention programs for youth.***

**Job Title:** Development Associate

**Department:** Development

**Reports To:** Development Director

**Status:** Exempt/Full-time

**Position Summary:** The Development Associate will facilitate the success and growth of development goals by providing a range of support on all aspects of Sarah's Inn's fundraising activities including donor relations, grant management, event management and communications (print and digital). The successful candidate will have relevant experience and a demonstrated interest in joining a dynamic team to help strengthen and expand the development and communications capacity for Sarah's Inn. The Development Associate reports to the Development Director and will also work closely with agency leadership (Executive Director, Directors) and community volunteers (Board of Directors, Associate Board members, committee members, etc.).

**Essential Duties and Responsibilities:** Other duties may be assigned.

**Facilitate and assist with agency development plans.**

- Maintain accurate records of all contributions in donor database (Little Green Light)
- Ensure timely and accurate acknowledgement of all contributions
- Prepare and synthesize donation reports
- Respond to inquiries regarding in-kind donations in collaboration with the Volunteer & Outreach Coordinator, and coordinate recording in donor database and acknowledgements of donations
- Support the Development Director with grant applications, reports, and prospect research
- Coordinate special events and act as staff liaison to events committees with Development Director
- Direct in-house mailings (appeals, event invitations)
- Assist Development Director with supporting Associate Board meetings and events
- Provide other assistance to staff and board regarding fundraising efforts and community outreach
- Community outreach and involvement activities, as assigned

**Coordinate agency communication efforts.**

- Draft and manage production of agency communications content for a variety of platforms (print, web and social media)
- Maintain regular updates of organization website, Facebook & Instagram pages, and related media
- Manage newsletter calendar and content, including written content, graphic layout and distribution
- Maintain an updated PR/media contact list, field media inquiries, and coordinate press releases
- Actively seek out and suggest opportunities for expanding and improving agency communications, marketing and public relations

**Position Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

- Bachelor's degree in relevant area
- 3-5 years of nonprofit experience in relevant areas such as fundraising, communications, marketing/PR
- Experience with database management and donor relations

**Knowledge and Skills:**

- Strong organizational skills and project management experience
- Demonstrated initiative, self-motivation, ability to prioritize multiple tasks
- Exceptional verbal and written communication skills, and editing experience a plus
- Proficiency with Microsoft Office programs (Word, Excel, etc.) and Donor Databases (i.e., Little Green Light)
- Familiarity with Adobe InDesign or related design programs a plus
- Availability to work some evening and weekend hours
- Commitment to women's rights, anti-violence, and the mission of Sarah's Inn

Sarah's Inn's Compensation Package Currently Includes: BlueCross BlueShield Health Insurance for Individuals and Families (HMO and PPO Options Available); Disability and Life Insurance Policies; Voluntary Dental and Vision Insurance and Retirement Plan Available; 15 Days of Vacation and 10 Days of Sick Time Off Per Year

EOE/M/F/D/V

**How to Apply:** Interested candidates should submit cover letter, resume and desired salary to [employment@sarahsinn.org](mailto:employment@sarahsinn.org). Please denote in the subject line: Applying for the Development Associate position.