

**Delaware County Victim Assistance Center
Development Associate (Community Relations)**

Position Parameters

- Accountable to the Director of Finance
- Salaried, non-exempt position

Required Skills and Abilities

- Strong organizational skills
- Ability to execute a long-term strategic plan while managing the details of the day-to-day
- Ability to multi-task
- Excellent writer; able to craft a concise and compelling case for agency for use in materials, public speaking and in meetings
- Excellent interpersonal skills; can build relationships and communicate across a broad range of stakeholders and community members
- Capacity to work independently with minimal supervision
- Ability to function as team member of a unit and the agency as a whole
- Must have schedule flexibility

Expected Experience, Training, and Clearances

- Bachelor's Degree in marketing, business, development or related field
- At least 2-4 years of progressive responsible development/fundraising experience, with a proven track record of increasing donor bases
- At least 2-4 years of marketing, organizing, communications
- Must have knowledge of local/regional corporations
- Social media experience (LinkedIn, Facebook, Instagram)
- Satisfactory background checks: child abuse, criminal history, FBI fingerprinting
- Forty hours of sexual assault counselor training, provided by Delaware County Victim Assistance Center subsequent to hire

Job Responsibilities

Job responsibilities may include any or all of the following. Specific responsibilities will be determined by the Director of Finance based on agency need, calendar of development activities, and job activities of other staff.

- Work directly with Director of Finance and other staff to manage strategic priorities, fundraising operations, and reporting operations for development activities
- Lead in organizing individual donor campaigns (e.g., direct mail, online giving days, workplace giving, etc.). Help other constituents to cultivate and steward individual donors
- Assist agencies Special Events Committee
- Oversee stewardship of all donor gifts, including data entry, tracking, reporting, correspondence, and follow-up in conjunction with the administrative staff
- Develop pipeline of community-based programs, individuals, and corporate donors
- Provide follow-up reports to Director of Finance to present to funders

- Coordinate community relations activities including virtual and in-person events planning and implementation of donor stewardship events (donor breakfasts and "Lunch and Learns")
- Lead the agency's communications outreach by creating developing and execution of a marketing plan that reflects appropriate brand message
- Develop content that educates, inspires, informs, and soothes across digital platforms to increase our audience base and deeply engage our existing community
- will work interdepartmentally across the organization, translate the organization's vision and goals to its communications properties, and develop and execute outreach strategies to various constituencies