

**Development & Communications Associate**

**Pat’s Place Child Advocacy Center**

**Organization Description:**

Since 2005, Pat’s Place Child Advocacy Center has served as a multidisciplinary hub, bringing together detectives, child protection workers, medical and mental health providers, and prosecutors to respond collaboratively to child sexual abuse allegations.

Our mission is to *drive the resolution of child sexual abuse cases through investigation and collaboration with key partner agencies; provide a safe and compassionate environment that puts the well-being of the child first; break the cycle of abuse through training, education and community outreach*. In 2017, we served 674 children primarily for child sexual abuse allegations, but also for severe neglect, physical abuse and witness to violence.

**Position Title:**  Development and Communications Associate

(Full time/Exempt)

**Reports To:** Director of Development and Communications

**Position Profile:**

* The DCA will provide tactical support to the Director of Development and Communications (DODC), with a focus on special events while maintaining the donor database and handling all donor correspondence related to financial contributions.
* S/he will establish a broad understanding of the mission of Pat’s Place Child Advocacy Center in order to inform stakeholders and community partners about programming and needs of the organization. The DCA will collaborate with the DODC to ensure all development efforts align directly with the overall strategic plan for the organization. Work with DODC to implement the organization’s annual fundraising plan and monitor progress throughout the year.

In support of the organization and while working with the DODC, the DCA will be responsible for the following activities:

**Database Management**

* Maintain and enhance database (Giftworks) while entering all donor information, managing queries and reports on a regular basis.
* Process all financial and in-kind gifts, matching gifts, pledges, acknowledgment letters, invoices, and other related donor correspondence.
* Assist with donor prospect research and assist with grant writing, as necessary.

**Special Events Management**

* Coordinate and manage, as well as, attend existing annual special events, including Rhythm & Brews, BBQ & Blue Jeans and Everyday Heroes, informational engagements, and cultivation/donor recognition events.
* Act as agency liaison while providing support and guidance to each special event committee.
* Manage and coordinate all aspects of each special event, including timeline, budget, logistics and correspondence, including internal and external communication about event details.
* Work to increase fundraising support and enhance all special events through the implementation of new ideas while increasing capacity for growth and expansion of each special event.
* Work in conjunction with DODC to secure past and new sponsors for all events.
* Manage all Third Party Events and recruit volunteers to assist, if necessary.
* Work with team to ensure all event-related correspondence is created and sent through various channels, including PPCAC website, social media platforms and print.

**Volunteer Recruitment and Management**

* Recruit, train and manage volunteers for special projects, special events and all third party fundraising events.

**Other Responsibilities:**

* Performs other duties as directed by supervisor.
* Responsibilities will involve some flexible scheduling and work beyond the regularly scheduled workday, including evening and weekends.

**Professional Development:**

Pat’s Place is committed to the professional development of all staff. The DCA will have the opportunity to enhance his/her skills through webinars, workshops, industry and networking events, and one-on-one mentoring.

**Qualifications:**

* Bachelor’s degree, preferred, with at least two years of relevant experience in communications, fundraising and/or special event management.
* Proven experience in database entry, analysis, and reporting, preferably Giftworks or similar donor software database.
* Ability to interact with stakeholders in a manner that further promotes affinity for the organization.
* Strong analytical and problem solving abilities with strong attention to detail.
* Results-oriented and predisposed to measurable outcomes.
* Excellent written and verbal communication skills.
* Ability to prioritize appropriately when facing multiple tasks and deadlines.
* Outstanding attention to detail.
* Ability to facilitate collaboration and build consensus among stakeholders.
* Proficiency in Microsoft Office.