



# safealliance

WHERE HOPE & HEALING BEGIN

**Job Title:** Development and Grants Associate

**Work Location:** Children and Family Services Center

**Division/Department:** Advancement

**Reports To:** Director of Major Giving

**Supervises:** Volunteers and Interns

**Full-time**

**Part-time**

**Exempt**

**Non-Exempt**

### Essential Duties and Responsibilities

Support the agency mission by providing hope and healing to those impacted by domestic violence, sexual assault, and child maltreatment by:

- Grants – 60%
  - Serves as project manager to coordinate efforts to secure Safe Alliance’s \$7M annual revenue goal by maintaining the agency’s grant portfolio - research, identification, proposal writing, submission and evaluation reporting - ensuring continued alignment with agency priorities and funder interests and requirements.
  - Establishes priorities and timelines to meet proposal deadlines, work with agency staff to gather all necessary grant documents, and work with finance team to inform the development of grant budgets to align with funder interest and requirements.
- Donor Database – 20%
  - Timely gift entry for Safe Alliance and The Umbrella Center capital campaign donations following agency procedures.
  - Maintain website donation forms and third-party donation sites.
  - Create queries/reports to execute mailings, emails, and donor tracking efforts.
  - Maintain accurate database information by entering required donor and volunteer information into appropriate database platform and create database reports and donor acknowledgements.
  - Partner with Director of Major Giving to maintain up-to-date donor files (may include electronic and physical files).
- Annual Giving – 10%
  - Manage recurring giving donor society.
  - Manage vendor relations, payments, contracts and site coordination for mailings and special events.
  - Create marketing and programmatic elements including but not limited to invitations, sponsor and donor letters/communications, scripts, social media content and videos.
  - With support from the Chief Advancement Officer and Director of Major Giving, utilize RE to create effective donor segmentations to meet revenue and stewardship goals.
  - Manage the implementation and execution of the agency’s annual donor stewardship plan including creating written, oral and design pieces to communicate agency impact.
  - Support Director of Corporate & Community Engagement, Director of Major Giving, Chief Advancement Officer, CEO, and Board with effective communication, stewardship, and solicitation efforts of donors and volunteers (corporate and individual).
- Outreach – 10%

<ul style="list-style-type: none"> <li>○ Support Director of Corporate &amp; Community Engagement and Outreach Coordinator in event logistics, volunteer management, and Third Party Event/speaking engagement requests.</li> <li>● Administration <ul style="list-style-type: none"> <li>○ Maintain confidential and accurate, up to date client, stakeholder, intern, and volunteer records, program and agency records in agency databases, which may include CSN, Raiser's Edge, Financial Edge and Timeforce.</li> <li>○ Adhere to agency and program procedures concerning documentation, Critical Incident Reports, and Client Satisfaction Surveys, and participate in the Quality Assurance process.</li> </ul> </li> <li>● Stewardship <ul style="list-style-type: none"> <li>○ Increase awareness of victimization, prevention, and available resources through public speaking and media requests as assigned by supervisor.</li> <li>○ Participate in community meetings and committees as assigned by supervisor.</li> <li>○ Promote and maintain professional relationships with agency staff, volunteers, interns, stakeholders, and community partners.</li> </ul> </li> <li>● Professional Development <ul style="list-style-type: none"> <li>○ Contribute to quality of services by staying informed of best practices, developments and trends in the area of trauma and victimization, especially as it relates to intimate partner violence, sexual violence, and child maltreatment.</li> <li>○ Maintain and develop skills and knowledge by attending training and ensure licensure and certifications are up to date as needed for the job.</li> </ul> </li> <li>● Contribute to agency effectiveness by performing other duties as assigned.</li> <li>● Core Competencies <ul style="list-style-type: none"> <li>○ Demonstrate all agency competencies.</li> <li>○ Demonstrate the position agency competencies: <ul style="list-style-type: none"> <li>▪ Leadership</li> <li>▪ Adaptability</li> <li>▪ Strategic Focus</li> <li>▪ Client Focus</li> <li>▪ Formal Presentation</li> </ul> </li> </ul> </li> </ul>
<b>Education and/or Work Experience Requirements</b>
<ul style="list-style-type: none"> <li>● Requirements: High School Diploma, GED, or Equivalent Experience</li> <li>● Preferences: Ability to work with those that have or are being victimized.</li> <li>● Language: None</li> </ul>
<b>Physical Requirements</b>
<ul style="list-style-type: none"> <li>● Light work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly lift, twist, carry, push, pull or otherwise move objects, including the human body.</li> <li>● Ability for close vision, distance vision, color vision, depth perception, and ability to adjust focus to perform an activity to determine accuracy and thoroughness of work assignment.</li> <li>● Ability to reach, stand, crouch, walk, and finger, grasp, sit, twist, talk, hear, and perform repeated motions.</li> <li>● Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</li> <li>● Employee must have access to transportation that allows them to meet all job requirements in a timely fashion. Position may require staff to work outside of the typical work hours as the agency provides services 24/7.</li> </ul>

**Employee Acknowledgement**

I have read this job description and fully understand the requirements and I am able to perform all duties. I understand this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Safe Alliance.

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Employee Signature

Date

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Printed Name