



Job Description
Development & Special Events Coordinator (Full-time, Regular)
June 2017

Our Mission

Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse.
We support survivors and their families.
We engage our community.
We advocate for systemic change.

Safe Passage provides individualized support to address survivors' holistic needs for safety and healing in the aftermath of domestic violence and relationship abuse. Programs include emergency shelter, trauma-informed counseling and support groups for survivors, families and children, community engagement and prevention, and individual and system advocacy.

Expectations of all employees

In the performance of essential and general job responsibilities, all Safe Passage employees are expected to:

- Demonstrate commitment to Safe Passage's mission and principles of diversity and inclusion.
- Represent Safe Passage in a professional and competent manner to clients, organizational partners, and other stakeholders.
- Perform quality work within deadlines.
- Work effectively as a team contributor on all assignments while contributing to a positive working environment for staff and volunteers.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Position Purpose

The Development and Special Events Coordinator is an essential member of Safe Passage's development team. The Coordinator manages the day-to-day functioning of the development office, and is a key organizer of the Hot Chocolate Run, the agency's primary fundraising and community engagement event.

Reports to: Director of Development

Supervises: Volunteers

Essential Responsibilities

Development

- Manage fundraising mailings, including coordination of volunteers
- Manage all aspects of gift entry and acknowledgement
- Coordinate donation receipt with Finance department
- Assist with donor database management
- Perform donor and foundation research
- Assist Director of Development and Executive Director with building/sustaining donor relationships
- Coordinate in-kind donations
- Assist in maintenance of websites and social media

Special Events

- Serve as core member of Hot Chocolate Run organizing committee
- Provide technical and fundraising support to event participants by phone and email
- Supervise volunteers in development office
- Coordinate logistics with confirmed event sponsors
- Handle logistics, communications, publicity, and coordination of fundraising events as assigned
- Coordinate all aspects of third-party fundraising events

Administrative Duties:

- Provide general support for administrative office
- Attend monthly staff meetings
- Participate in regular supervision with the Director of Development
- Attend Safe Passage's new staff and volunteer training
- Maintain appropriate files and records
- Submit reports and information as needed for reporting to funders, board of directors, and others
- Help to create a positive working environment for staff and volunteers alike.

Required Qualifications

- Commitment to equality and social justice
- Experience working in a diverse, multicultural workforce
- Experience providing administrative support in an office environment
- Ability to work independently as well as collaboratively with other staff
- Excellent interpersonal, written and verbal communication skills
- Excellent organizational skills, time management, computer literacy, attention to detail, judgment, and ability to prioritize and manage multiple tasks
- Ability to represent Safe Passage in a professional and exceptional manner
- Access to reliable vehicle and willingness to use personal vehicle for business purposes. Mileage will be reimbursed consistent with federal law.
- Associate's Degree or equivalent college level coursework toward a Bachelor's Degree

Preferred Qualifications

- Previous experience in development and/or fundraising events management
- Familiarity and aptitude with donor databases (Safe Passage currently uses eTapestry, but is considering a shift to a different system)
- Knowledge of domestic and sexual violence.
- Bilingual skills (Spanish and English) are a plus.

Work Hours: 35 hours per week, generally M-F, 9-5. Occasional evening and weekend commitments will be required, and the person in this position will be required to work at the Hot Chocolate Run and on the day preceding the run (the second Saturday and Sunday after Thanksgiving).

Classification, Benefits, and Compensation: This is a regular, full-time, non-exempt position. Benefits are consistent with Safe Passage personnel policies and relevant state and federal laws. Salary range: \$34,580 - \$38,790, dependent on experience and qualifications.

To apply: Send cover letter and resume to spjobs@safepass.org with the subject line of "Development & Special Events Coordinator." Deadline for applications is June 19, 2017.

For more information about Safe Passage and domestic violence, visit our website at www.safepass.org.

Safe Passage works on a daily basis to earn its position as a justice-centered employer of choice in Western MA. Toward this goal, Safe Passage is an Equal Opportunity Employer with a strong organizational commitment to the achievement of excellence, diversity, and inclusion among staff.