



Development Assistant

Safe Alternatives to Violent Environments – Fremont, CA

SAVE (Safe Alternatives Violent Environments) has a rewarding opportunity for a qualified Development Assistant under the leadership of SAVE's Director of Development.

MISSION:

SAVE's mission is to strengthen every individual and family we serve with the knowledge and support needed to break the cycle of domestic violence and build healthier lives.

POSITION: Development Assistant

POSITION SUMMARY: Assists in the implementation of fundraising activities in addition to marketing and communication tasks.

Status: Part Time, Nonexempt

Location: Fremont, CA

Hours: 20.0 per week (M-Th; 9 am to 2 pm)

Salary: \$15 per hour; partial comprehensive benefits

DESCRIPTION OF DUTIES:

SAVE is seeking a Development Assistant to provide support to the Director of Development. A nonprofit community based organization based in Fremont, California, SAVE has provided free services and programs for over 40 years, supporting victims of domestic violence and their families, in addition to providing community education and outreach to Southern Alameda county and surrounding communities. SAVE's funding sources include government and foundation grants as well as private donors.

SAVE's Development Team works from the organization's Empowerment Center, located in Fremont, California. The Center is a resource where victims of domestic violence and their families may obtain counseling, crisis support, attend workshops and classes, access resources and referrals, secure food, clothing, and other necessities, in addition to many other services. The organization's administrative offices are also located at the Center.



The ideal candidate should have a warm and outgoing personality, be adept at written and interpersonal oral communication, have experience with public speaking, and be familiar with the use of social media campaigns. Expertise with graphics and creating audiovisual marketing materials is a plus.

The ideal candidate should also have the ability to interact professionally and graciously with stakeholders. An understanding of public relations is very helpful as is creating and fostering community relationships in a thoughtful and authentic manner. Attention to detail is extremely important, as is the ability to multitask and stay focused in a busy environment. The candidate should demonstrate strong situational judgment and problem-solving skills; thinking anticipatorily is greatly beneficial.

An understanding of the issue of domestic violence is important as is the ability to interact with SAVE clients in a respectful and compassionate manner. Sensitivity to the diverse socioeconomic, cultural, and ethnic backgrounds of clients, stakeholders, and our communities is a must.

Essential Duties:

- **Donor Database:** Maintain the donor database; input all donations in a timely manner and maintain data integrity. Prepare donor reports and update employee/corporate giving web portal accounts.
- **Donor Correspondence:** Prepare correspondence, including donation acknowledgements, in a professional and timely manner; respond as needed to stakeholder inquiries and requests.
- **Special Events:** Assist the Director of Development and event committee members with planning and implementing special events and campaigns, including fund raisers, throughout the year. Tasks include tracking progress and completion of event checklists, procuring venues, sponsorships, and in-kind donations in addition to working with event vendors, providing guest services, and helping manage logistics.
- **Marketing and Communication:** Regularly post news, images, and general updates to SAVE's social media platforms, with the goal of inspiring community members, obtaining donations and like support, and raising awareness about domestic violence. Assist with preparing stakeholder newsletters, email blasts,



annual reports, campaign correspondence, PowerPoint presentations, and marketing collateral.

- **In-kind donations:** Act as liaison between direct service staff and community donors to fulfill clients' needs. Solicit donations of in-kind items for auction and/or raffle fundraising.
- **Agency Representation:** Attend SAVE events and represent the organization at general community events as needed. Tasks include providing community education and outreach as a presenter or co-presenter, assembling marketing materials and supplies, and assigning volunteers in support of events and/or to represent SAVE at events.
- **Media Outreach:** Request/schedule media interviews; draft and submit press releases and images; respond to media requests for comment or interviews.
- **Volunteers:** Assist in the organizational process for volunteers, including utilizing volunteer skills and abilities in support of special events, community awareness opportunities, and administrative tasks.
- **Other duties:** Perform other duties as assigned.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE

Ability to perform the duties described above. A typical means of acquiring those abilities would be:

- A Bachelor's degree from an accredited educational institution is preferred or minimum two (2) years of experience in customer services, volunteer management, development/fundraising, or related work. Equivalent volunteer experience will be considered.
- Excellent written, verbal, and interpersonal communication skills.
- Expertise in creating and designing marketing collateral.
- Knowledge of various social media platforms a plus: Facebook, Twitter, Instagram.
- Excellent organizational and time management skills; proven skill in tracking tasks and leaving a trail of completed work.
- Experience in volunteer management.
- Be sensitive to diverse donor, client, staff, and volunteer populations.
- Proficient in MS Office Suite, particularly Word, Excel, PowerPoint, and Publisher.



- Salesforce or other donor database experience a plus
- Must be able to meet physical requirements of the position. These may include long periods of sitting at a desk and/or computer station; lifting items that weigh up to 25 pounds; reaching, bending, carrying and stooping within the daily routine of tasks and activities.
- Must honor and abide by the rules of client confidentiality.
- Completion of 40-hour domestic violence training (or will complete within 90 days of hire)
- Valid CA driver's license and current automobile insurance

ADDITIONAL REQUIREMENTS:

- Willingness to work flexible hours based on need
- Open to coaching, instruction, and guidance
- Demonstrate a high level of compassion and sensitivity to victims, their children, and the issue of domestic violence
- Ability to work in a crisis-oriented environment
- Ability to maintain confidentiality regarding client data
- Ability to adapt to a variety of environments or work demands
- Ability to multitask, prioritize, and remain organized in a fast-paced environment, both independently and as a part of a team
- Impeccable attention to detail, including ability to self-monitor work to ensure accuracy
- Be committed to the mission and values of SAVE

√ Principals only. Recruiters, please don't contact this job offer.

√ Do Not contact us with unsolicited services or offers.

Interested parties please email resume and cover letter to Development@save-dv.org