



**Mission:** To empower individuals and engage communities to end domestic violence.

Job Title: Development Associate	Salary Classification: Salaried
Reports To: Director of Advancement	FLSA: Full-time
Supervises: n/a	
Location: Newburyport	Date: October 2021

**Who We Are:**

The Jeanne Geiger Crisis Center is a nonprofit organization that provides comprehensive services to meet the complex needs of adult and child survivors of domestic violence. We have offices in Newburyport, Amesbury, and Lawrence, Massachusetts.

The Jeanne Geiger Crisis Center is committed to social and racial justice and to creating a diverse, inclusive, and equitable society. We are an equal opportunity employer and are dedicated to fostering an environment where people from all backgrounds thrive –in particular, people with marginalized identities. While we have a lot of learning still to do, we are working hard to incorporate equity and inclusion into all aspects of our work.

We understand that an intention to be anti-racist and equity-centered does not have a finish line. We are growing, changing, and doing our best to listen and learn. Through this process, we plan to extend our learning organization-wide, revisit and revise our mission and values statements, build more transparency, and make ongoing improvements to organizational culture and operations. We invite you to join us: on this journey to center racial and gender equity and inclusion, and in our mission to empower individuals and engage communities to end domestic violence.

**Primary Responsibilities:**

The Development Associate provides critical skills in events management, communications, and fundraising support. The position requires strong interpersonal skills and a strong work ethic. The individual must be self-motivated, able to prioritize and manage several projects at the same time and be detail oriented. Challenges include managing multiple responsibilities in a busy environment.

The Development Associate is supervised by the Director of Advancement.

**Major Duties**

**Communications (40%):**

- Development and maintenance of a development events calendar, including department milestones such as events, mailings, and fundraising campaigns.
- Management of the Jeanne Geiger Crisis Center’s website event content, creation of event registration and online sponsorship opportunities.

- Writing and production of all event-related email campaigns.
- Working with members of the Center's staff to ensure that internal and external events promotions are in sync.
- Maintain, update, and implement organizational event strategy for social media, including Facebook, Twitter, Instagram, and LinkedIn.
- Annual events sponsorship outreach.
- Work closely with the Communications Manager to align external communications, utilize organization messaging and branding, and produce event materials.

**Events (40%):**

- Execute and manage the Center's two signature events, the Walk Against Domestic Violence as well as the White Ribbon breakfast, including recruiting and leading event committees in event planning and implementation, as well as pre- and post-event marketing.
- Responsible for third party fundraising events, including 4 – 6 Vision Parties per year.
- Responsible for planning, attending Center Spotlight 8-10 engagement events.
- Responsible for development and outreach of fiscal year-long and event sponsors.
- Additional tasks include but are not limited to creating event calendars and timelines, securing auction/raffle items when applicable, developing event collateral, and securing successful event attendance.

**Development Support (20%):**

- Maintain positive relationship and communications with existing donors and seek out additional potential supporters.
- Manage the coordination of two annual direct mail appeals and two to four targeted electronic appeals.
- Assist with the development of copy and/or gathering of statistics for the above-mentioned appeals.
- Work with advancement staff to ensure proper upkeep and maintenance of donor data in the Raiser's Edge.
- Occasional reporting and query pulling through The Raisers Edge.
- May be called upon during periods of high gift volume to assist with gift processing for Annual Fund Donations
- Assist in the office with answering phones, door and other office duties as needed
- Other duties as assigned as required

**Knowledge/Skills/Experience Required:**

- Well organized, self-motivated, self-reliant, dependable, and able to work in a team-oriented environment.
- Must have strong project management and writing skills. Must demonstrate the ability to execute, manage, and own project and delivery on-time and within budget.
- Demonstrated ability to manage multiple tasks at a quick pace and follow through to completion with a keen attention to detail.
- Candidate must be diplomatic and flexible and have the ability to effectively work with volunteers.
- Ability to communicate effectively, professionally and with sensitivity to related constituencies, including agency staff, Board Members, event committee members, donors, volunteers/interns, and the public.
- Ability to support and articulately promote the mission of the Center.
- Proficiency with Microsoft Office applications, and Excel.

- Experience in using fundraising software and The Raisers Edge is a plus.
- Experience in using Adobe Creative Suite a preferred.
- Experience with marketing events on social media a plus email marketing software, Constant Contact.

**Education Required:**

- Bachelor's degree, with at least three years related experience, preferably in development and communications.

As an equal opportunity employer, we are committed to workforce diversity and hiring people with diverse backgrounds and life experiences. Survivors, people who are bilingual/bicultural, people of color, people with disabilities, and LGBTQ/T are strongly encouraged to apply.

**Mental Demands:**

Reading	Verbal communication
Detailed work	Written communication
Confidentiality	Multiple concurrent tasks
Problem Solving	

**Physical Demands:**

Sitting  
Speaking  
Listening  
Heavy computer use

**Special Work Conditions:**

1. Occasional evening/weekend hours are required
2. Occasional attendance at early morning/evening meetings and local travel are required.
3. Assist in the office with answering phones, door and other office duties as needed.