

# SEXUAL ASSAULT CENTER POSITION DESCRIPTION

## **Position: Development Specialist**

**Purpose:** The Development Specialist is a full-time position that supports the Sexual Assault Center's Development team. The position coordinates the overall operation of the Development Office with emphasis on department financials, operations, and CRM oversight. The Development Specialist is responsible for administrative operations including gift processing, donor acknowledgment, donor database management and some fundraising activities, such as letter writing and report building. This position is perfect for someone who is eager to manage and utilize the capabilities of a donor management software while also providing administrative and fundraising support to the development office.

**Reports To:** Vice President of Development & Marketing

## **Major Duties Include:**

- Further the mission of the Sexual Assault Center by providing excellent and energetic fundraising support to SAC's development office
- Manage donor software (Network For Good) by inputting gift records, generating gift acknowledgements, and running diverse, detailed donor giving reports.
- Work with the Finance team to reconcile monthly.
- Maintain, update and correct donor database records.
- Maintain and update SAC's website.
- Manage donor acknowledgement process.
- Write thank you letters and appeals.
- Help process all mailings, including list merging, letter generating, and execution
- Maintain a variety of manual and electronic records.
- Assist department with administrative needs including but not limited to recording minutes at agency board meetings, general correspondence with sponsors and donors as needed, produce invoices, tax summaries, and updating of SAC's materials.
- Make donor thank you calls.
- Assist with special events as needed.
- Create expense reports, maintain department budget, follow proper procedures to ensure all outstanding invoices are submitted.
- Perform other duties as assigned.

## **Job Type:**

Full-Time, salaried position. Some evening and weekend hours are required.

## **Qualifications**

- A minimum of two years' experience in development required.
- Bachelor's Degree preferred.
- Experience working with a CRM and other similar tools required. Experience in Network for Good strongly preferred.
- Strong experience in data entry, information tracking, spreadsheets and reporting required.
- Experience in Word Press or other Website tools strongly preferred.
- Excellent written and oral communication skills are required.

*SAC reserves the right to waive any of the above qualifications dependent on work experience and other qualifying factors.*

**Competencies**

- Detail-oriented, organized, and have ability to multi-task.
- Proactive.
- Ability to effectively communicate with donors to build and maintain meaningful relationships and partnerships.
- Ability to work independently and problem solve
- Comfortable on the phone.
- Able to identify and respond to shifting priorities.
- Utilizes good judgement to navigate uncertainty and conflict.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Proficient in Mail Merge.

*The Sexual Assault Center is committed to building a diverse staff and strongly encourages applications from candidates of color and other prioritized populations.*

**SAC values diversity and inclusivity.** We welcome all applicants *regardless of race, color, national origin, age, gender, gender identity, sexual orientation, culture, ethnicity, religious and spiritual beliefs or practices, political views or affiliations, and abilities.*

**SAC is an Equal Employment Opportunity employer.**

**Please send a resume and cover letter to [lmcguire@sacenter.org](mailto:lmcguire@sacenter.org) and [humanresources@sacenter.org](mailto:humanresources@sacenter.org) to be considered.**