

Job Title: Office and Development Coordinator
Status: Full-time (35 hours a week) Non-exempt
Pay: \$20-\$25/hour plus benefits

The Violence Prevention Center (VPC) is looking for a passionate and dedicated staff member eager to contribute positively to the community and to the VPC mission. The Office and Development Coordinator position strengthens and expands financial support for the organization and performs office clerical duties. This position secures funds to bolster the mission of the VPC and coordinates all office administrative functions in order to achieve a high level of productivity within the organization.

The Office and Development Coordinator works closely with the VPC Director to secure funding goals through donations, sponsorships, and fundraising initiatives such as face-to-face donor interactions and fundraising campaigns and events. The Coordinator works with the VPC Director to develop fundraising plans in order to create and maintain donor relationships with individuals and families, businesses foundations, corporations, and organizations. This position is responsible for monthly and annual performance metrics, which include achieving fundraising goals and conducting a minimum number of calls and face-to-face visits with potential donors. This position also performs clerical duties to support the organization and function of the office. Essential functions and responsibilities include, but are not limited to:

- Coordinate fundraising programs that support the ongoing operating budget, including individual donor interactions, event planning, letter-writing campaigns, and working with identified supporter groups.
- Help develop and manage a donor tracking system.
- Conduct front-line visits and phone calls with donors and prospective donors.
- Help develop a strategy and implement a plan for increasing annual support.
- Work with the VPC's Board Marketing and Fundraising Committee as needed.
- Produce regular status reports fundraising activity and fundraising results.
- Promotes a positive public image of the VPC.
- Converse professionally with donors about gift planning mechanisms.
- Maintain confidentiality.
- Support organization's operation by maintaining office filing systems, providing administrative support to office personnel, and carrying out clerical duties such as answering and forwarding phone calls and emails, updating the website, and conducting local business errands.
- Assist Director with financial organization.
- Maintain office organization, including managing the VPC Library, ordering supplies, and general cleaning of the shared office space.
- Participate in the achievement of the VPC mission, vision, and strategic goals.
- Adhere to the VPC policies and guidelines.
- Work flexible hours, as assigned by the Director.
- Perform additional duties assigned by the Director.
- Participate in continuing education and training as needed.

Education, Experience, and Skills Required:

- High School Diploma/GED
- General computer skills, such as proficiency with email, Microsoft Office, and Google Suite
- Professional, detail-oriented, and able to work independently.
- Ability to foster positive relationships with current and potential partners and donors

- Thorough understanding or desire to learn the importance of general operating fundraising.
- Experience working in fundraising and event planning
- Professional written and interpersonal skills
- Ability to generate interest in the organization with the intention of developing appropriate partnerships and donor pools.
- Experience working with a small team and promoting a positive brand image
- General knowledge and awareness of sexual assault, domestic violence, and human trafficking, and support of the VPC mission statement to end all forms of violence.
- Experience working with diverse ethnic, economic/social backgrounds, sexual orientations, and gender identities/expressions.

Core Competencies Required:

Integrity and Trust: Are seen as trustworthy by others; practice direct honest and transparent communication; keeps confidences; admit mistakes; respond to situations with constancy and reliability.

Self-Differentiation and Ethics: Demonstrates appropriate personal and professional boundaries in relationships; is emotionally mature; maintains a strong personal support system.

Team Orientation: Demonstrates interest, skill, and success in team environments; promotes group goals ahead of personal agendas.

Conflict Resolution: Able to maintain professional decorum in conflict situations, while recognizing different perspectives, needs, and values of others. Manages stress while remaining alert and calm. Engages in open exploration of conflict, encouraging direct and respectful exploration of differences.

Closing date for applications: April 14th, 2023

To apply: please send a resume, cover letter, and references to Lindsey Gau at lindsey@violencepreventioncenter.org.