

JOB DESCRIPTION

DEVELOPMENT ASSOCIATE

DEPARTMENT: Development and Community Relations
REPORTS TO: Director of Development and Community Relations
HOURS/STATUS: Full time/Non-exempt

Willow Domestic Violence Center is a dynamic and collaborative work environment comprised of dedicated and supportive professionals who care about making our community a better place. Every day we have an impact on the lives of families. Join our team to help fulfill our vision of a community free from domestic violence, where healthy relationships thrive.

JOB SUMMARY

The Development Associate works closely with and provides support for the Development and Community Relations Director and is a key staff member of this team responsible for marketing, fundraising, events, and donor engagement. This position requires a high degree of organizational, communication and time management skills. The ideal candidate will be self-motivated. Flexibility and the ability to shift priorities is a must. This attentive multi-tasker has an upbeat attitude and excellent communication skills. This person will have a genuine desire to meet the needs of others and will be a helpful and positive presence in the workplace.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Events:

- Work with the Development team to plan and produce two (2) or more major annual events raising significant funds for Willow programs and to heighten awareness of our mission. Cultivate relationships with event sponsors, guests, board members, and solicit in-kind donations.
- Coordinate and implement all press events for the agency.
- Oversee the execution of third party events for the agency.
- Recruit and oversee event volunteers.

Marketing:

- Implement a cohesive marketing, promotion and collateral design plan for all special events, including all printed materials, website and social media engagement.
- Actively participate and drive agency social media platforms and strategy.
- Assist with the development of written copy as needed, including marketing and solicitation materials to solicit in-kind and financial donations, including but not limited to the Holiday Programs, annual fund, grants, and direct mail appeals.

Community and Donor Engagement:

- Plan and implement Agency's annual Holiday Programs, this includes Purple Box Drive and Adopt a Family.
- Actively seek out opportunities to enhance agency visibility and partnership opportunities throughout the community.
- Match community resources with agency opportunities which best meet the needs of the agency and the donor's philanthropic intent.

Other:

- Help create and oversee Speakers Bureau/Ambassador Program.
- Help manage requests and coordinates with agency staff to represent at requested engagements.

- The position is responsible for a variety of development, donor relations and clerical duties that support the Director of Development and Community Relations in addition to other programmatic needs.
- Duties as assigned.

QUALIFICATIONS

- Associates degree required; Bachelor's degree preferred.
- One to three (1-3) years of related experience in event planning, marketing, volunteer management and community relations preferred.
- Excellent communication skills are required.
- Adaptable and flexible. Local travel and evening/weekend flexibility required.

HOW TO APPLY

Submit cover letter and resume by mail or email:

◦ Mail: P.O. Box 39601, Rochester, NY 14604 ◦ Email: HR@willowcenterny.org

Be sure to indicate which position you are applying for in the subject line.

No phone calls please.

We offer a generous benefits package including health and dental insurance, paid time off, and a 401k retirement plan.