



## **JOB POSTING FOR DEVELOPMENT ASSOCIATE**

**Safehouse Progressive Alliance for Nonviolence** is seeking a dynamic team member to work closely with and among other SPAN teammates in its quest to end interpersonal violence within its community. By asking to join SPAN, it means you are committed to working toward fulfilling this quest.

### **The Position**

The Development Associate works in collaboration with SPAN's Administrative and Development Team staff members in executing fundraising events, forming community relationships, managing in-kind donations and database maintenance, and collaborating on marketing materials.

### **Compensation**

This is a nonexempt, salaried position. The salary is \$36,250 annually and includes our standard benefit package, including a medical plan, dental plan, holiday pay and paid time off, reduced rate Eco-Pass, Employee Assistance Program, and Simple IRA.

### **About You**

- ✚ You have progressive experience working in fundraising, communications or marketing.
- ✚ You've served as a Development Associate or similar position supporting fundraising activities.
- ✚ You're a collaborator, with internal departments and community partners, to promote special events, donor outreach and communication, and organizational fundraising efforts.
- ✚ You likely have been active in social media messaging.
- ✚ You have excellent organizational and problem-solving skills, you can communicate with a variety of audiences, you appreciate the details, and you are organized.

### **A Day in the Life**

- ✚ Engages with local businesses, community organizations, faith-based groups, etc., to generate in-kind donations and volunteer support for SPAN's fundraising events, and holiday gift drives for clients and general purposes.
- ✚ Provides logistical support for SPAN fundraising and community engagement events.
- ✚ Assists in recruitment and management of volunteers supporting SPAN fundraising and community outreach events.
- ✚ Maintains SPAN's donor contact database with routine and accurate data entry and research. Manages all donor acknowledgements by generating weekly "thank you" letters. Manages data entry of solicited auction items in auction item database for annual fundraising gala.
- ✚ Creates social media material, posts regularly across platforms, and tracks engagement.

## What You Bring to Us

- ✚ A 4-year degree in Human Services or Communications, knowledge in a related field, or a combination of experience and schooling.
- ✚ Two years of progressive experience in administrative support in fundraising, marketing or communications. Experience working in social justice organizations is strongly preferred.
- ✚ If you've made it to this bullet, you can guess you need great computer skills including Microsoft Office, Salesforce, Hootsuite, and virtual meeting platforms. You also need to produce and meet deadlines in our fast-paced and changing environment.

## About Us

Safehouse Progressive Alliance for Nonviolence (SPAN) is a human rights organization committed to ending violence against adults, youth, and children through support, advocacy, education, and community organizing. Operating since 1979, SPAN is the only organization serving Boulder, western Broomfield, smaller towns, and unincorporated Boulder County, designed to provide shelter and advocacy for victims of interpersonal violence. SPAN is dedicated to the promotion of social justice, diversity, equity, inclusivity, peace and non-violence for all individuals and their families.

### SPAN Culture:

SPAN team members are dedicated and work in a fast-paced environment with full days – including some evenings, weekends and holidays – yet remain committed to a healthy work/life balance. While SPAN expects work to be taken seriously, it also knows the importance of having fun and the value of enjoying the work.

### SPAN's Organizational Goals:

*Foster organizational excellence* – Provide meaningful and effective support and resources to adults, children, and youth impacted by interpersonal violence.

*Violence prevention initiatives* – Implement initiatives that promote safety, dignity, and liberation for all people.





*People Centric* – Engage team members, individuals, groups, policy makers, and the community at large in efforts that promote economic, racial, and social justice and an atmosphere where team members and clients are valued.

*Inclusive* – Team members are welcoming, inviting, authentic, outward-facing, and visible to all audiences, voices, and stories.

## Application Process

- ✚ We like to receive electronic applications but will accept applications by mail. Please submit a resume and cover letter to [hr@safehousealliance.org](mailto:hr@safehousealliance.org). Applications will be accepted until the position is filled, but priority consideration will be given to those received by September 10, 2021.

## The Legal Stuff

-  You need to be able to sit or stand for long periods each day. While not frequent, you need to reach for, and/or move 15 pounds and use your hands to finger, handle, or feel objects, tools, or controls, mobility to access a wide variety of meeting and settings, and to perform a variety of tasks that involve standing, walking/traversing, sitting, stooping, kneeling, bending, and twisting, occasionally climbing stairs or using an elevator, possibly reaching chest high and overhead for materials, with reasonable accommodation (we put it all in 1 sentence to make our legal team happy!).
-  Ability to communicate adequately in person and by phone, in personal and group settings, and function with periodic distractions such as people, telephone calls, and noise.
-  Ability to work with, and process information from, a variety of individuals and media (e.g., computers, projected images, printed materials).
-  SPAN is committed to the principle of equal employment opportunity for all team members and to providing a work environment free from discrimination and harassment. All employment decisions at SPAN are based on business needs, job requirements, and individual applicant qualifications, without regard to race, color, religion, or belief, ancestry, age, sex (including pregnancy, sexual orientation, and gender identity), family or parental status, or any other status protected by law. SPAN will not tolerate discrimination or harassment based on any of these characteristics.