

## **Development Coordinator**

The Development Coordinator is a full time salaried position responsible to the Executive Director. The primary responsibility of this position is to secure funds from private, foundation, business, civic, and other community entities to support the programs of ACCESS. It is expected that this position will substantially increase funds for the agency.

### **Position Responsibilities:**

- Fundraising responsibilities include but are not limited to:
  - Develop relationships that will assist in annual operational giving and growing the agency endowment fund and planned giving.
  - Focused effort to increase financial support for ACCESS by setting quarterly goals and monitoring success.
  - Oversee day to day operations of gifts to support ACCESS.
  - Organize ACCESS annual appeal and church appeal campaigns through in-person, direct mail, online request methods, etc.
  - Maintain donor database and system of donor recognition and appreciation.
  - Develop and coordinate ACCESS fundraising events.
  - Provide support to and actively recruit for the Friends of ACCESS committee.
  - Plan and manage future and current revenue-producing campaigns.
  - Direct fund raising to grow the agency endowment fund and planned giving.
  - Proactively interact with the general public, donors and potential donors.
  - Work with the ACCESS Board Fund Development Committee to support board fundraising initiatives.
  - In coordination with the Volunteer Coordinator, supervise fund development/communications interns and volunteers.
- Grant Writing
  - In collaboration with the Executive Director and Business/Finance Manager, research and write select community and foundation grants.
- Communication
  - Assist teams in organizing public relations and awareness campaigns.
  - Manage and update ACCESS' website.
  - Produce and oversee the production of ACCESS promotional materials.
  - Produce and electronically distribute ACCESS newsletter.
  - Manage social media such as Facebook and Twitter.
  - Assist in the development of other ACCESS communications materials such as brochures, newsletters, and social media posts.
- Administrative:
  - Participate in agency strategic long range fiscal planning.
  - Keep and report all necessary statistics for grant reporting purposes.
  - Assist with answering phones and providing information referral services.
  - Perform other duties as assigned by the Executive Director.

### Preferred Qualifications:

The ideal candidate will have a bachelor's degree in a related field and experience in fundraising and development. In some situations, work experience can replace the education requirement. Key skills include:

- Effective Communicator – provide regular, consistent, and meaningful information; Excellent written and oral communication skills; listening carefully to others and ensure messages are understood. Ability to be flexible, assertive and diplomatic.
- Relationship Building—Establish, grow and maintain effective working relationships.
- Multi-tasking and Problem Solving--Ability to work under pressure and to prioritize work, meet deadlines and produce quality results on time with attention to detail.
- Collaboration – work effectively and constructively with others; share time, energy and knowledge with others to ensure they can succeed. Ability to work within a team and provide staff support.
- Self-starter—Ability to identify goals and the steps needed to achieve them. A Self-directed go getter.
- Strategic Thinker – have the ability to develop a broad, big-picture view of the organization and its mission.

### Additional Requirements:

Candidate must be committed to completing tasks in a fast-paced environment. All ACCESS staff should be empathetic, inclusive and non-judgmental. This position is a core part of the administrative team and communication, flexibility and decision-making skills are crucial.

Providing services across multiple counties requires that this position have a valid driver's license, a good driving record and ongoing access to a reliable and insured personal vehicle. As part of the hiring process we complete a background check. Not all results are disqualifying and we encourage candidates to discuss potential findings with hiring personnel.

Upon hire, all staff must successfully complete the 32-hour ACCESS victim advocacy training and continued training as needed/requested to maintain IowaCASA, ICADV and ICCV requirements and to meet the requirements of Chapter 915.20 of the Iowa Code and membership standards of these three agencies.

All ACCESS employees have a six month probationary period where performance is reviewed.

### What is ACCESS?

Assault Care Center Extending Shelter and Support (ACCESS) is a victim service agency providing assistance to survivors of domestic abuse, sexual abuse, and violent crime throughout Boone, Greene, Story, Marshall, and Tama Counties. In FY 2019 ACCESS served over 1,400 survivors. Our mission is to address the roots and impact of domestic and sexual violence through services that enhance safety, empower survivors, and promote understanding and social justice within our community. We work closely with law enforcement, advocates, community agencies, homeless prevention agencies, and court systems.

### To Apply:

Send resume, cover letter, and references to Executive Director, Tess Cody at [tess@assaultcarecenter.org](mailto:tess@assaultcarecenter.org).