



## **DEVELOPMENT AND COMMUNICATIONS COORDINATOR**

### **Mission Statement**

*DOVE is committed to partnering with diverse communities, families, and individuals impacted by domestic violence. We promote hope, healing, safety, and social change by providing a broad range of preventive and responsive services.*

### **DOVE's Statement of Welcome and Affirmation**

*DOVE provides services to individuals impacted by domestic violence and welcomes refugee and immigrant survivors both documented and undocumented, people with disabilities, people who are deaf or hard of hearing, people of color, and LGBTQ/T and gender non-conforming individuals.*

### **Organization Summary**

*DOVE (Domestic Violence Ended), Inc. was founded in 1978 by the Quincy Mayor's Commission on Women and a group of committed community volunteers. Since 1978, DOVE has grown from one crisis hotline to a comprehensive multi-services organization. DOVE is the only domestic violence organization, including shelter, in Norfolk County and also serves the greater South Shore. DOVE is substantively more than an emergency shelter for victims of domestic violence; DOVE provides a range of services for adults who have been abused, including a 24-hour hotline, emergency shelter, crisis intervention services, safety assessment and planning; supportive education and counseling, support groups, legal assistance, and assistance accessing governmental and community-based services, and community outreach and education. DOVE is the only domestic violence shelter and community-based service provider based in Norfolk County, and also serves the greater South Shore. At DOVE, we believe that all people have the right to live without fear of abuse. At our core, DOVE's work is about fostering healthier and safer relationships.*

Position Title:	Development and Communications Coordinator
Positions Status:	Regular Full-Time
FLSA Classification:	Non-Exempt/hourly
Reports To:	Director of Development and Communications; will also work directly and closely with Director of Leadership Giving
Supervisory Responsibilities:	none

### **Job Purpose:**

The Development and Communications Coordinator works as part of a team with the Director of Development and Communications and the Director of Leadership Giving to manage the day-to-day operations of DOVE's fundraising and development efforts to increase philanthropic support for DOVE's work.

Primary areas of focus include: event coordination and support, social media management, donor communications including writing and coordination of print and website materials, donor database management and report writing, and direct donor communications including acknowledgements.

## **Roles & Responsibilities:**

### ***Development and Communications***

- ❖ Support the Director of Development & Communications and Director of Leadership Giving with all aspects of DOVE's development events, PR, communications and marketing activities.
- ❖ Manage DOVE's donor database, Basic Funder, including performing accurate and timely data entry. Maintain donor records electronically and in hard copy. Utilize the Greater Giving database for event management. Ensure accurate donor record-keeping and compliance with regulatory standards; assist with audit process.
- ❖ Work with Director of Development & Communications to plan for, develop, and implement fundraising events, e.g., Harvesting Hope, Divas Dance, friend-raisers, as well as donor stewardship and community relationships events (e.g., Annual Meeting, etc.). Tasks include working with Event Committee members, coordinating event volunteers, and taking meeting minutes, soliciting and securing silent and live auction items and sponsorships, and conducting follow-up after the event.
- ❖ Assist with DOVE's social media communications efforts. Post regularly to social media outlets. Assist in maintaining DOVE's website as well as communications venues and social media (e.g., e-communications, Facebook, Twitter, LinkedIn etc.). Photograph DOVE events, check presentations, and donation drop-offs.
- ❖ Write for and coordinate content and design for DOVE's communication print and web content pieces including: bi-annual newsletters, annual report, brochures, and website.
- ❖ Maintain and update media outlet list.
- ❖ Coordinate and generate donor correspondence and mailings, including thank you letters, appeal letters, Holiday and Valentines cards, and other communications, assuring that activities are personalized, well-written, and conducted in a timely manner.
- ❖ Coordinate preparation, production, and distribution of DOVE's Annual Report, as well as promotional materials for survivor services as well as donors and other stakeholders.
- ❖ Represent DOVE at community events, to current and prospective donors, elected officials, funders, corporate supporters, and other outside constituents.
- ❖ Assist with the grant/fundraising proposal application preparation and submissions, as well as grant reporting schedule.

### **Other Responsibilities:**

- ❖ Attend staff meetings and program meetings.
- ❖ Perform administrative tasks as needed (i.e., answering phone, copying, etc.).
- ❖ Other duties as assigned.

### **Your Skill Set**

*Following is a summary of the key attributes of the successful candidate:*

- ❖ You have strong writing and communication skills.
- ❖ You are tech-savvy with a high level of proficiency with the internet and technology, including social media, Word, Excel, PowerPoint.
- ❖ You are well organized with have attention to detail and you have the ability to manage multiple tasks at a quick pace and follow through to completion.
- ❖ You have some knowledge of donor databases and can learn new systems quickly.
- ❖ You can present yourself professionally and have the ability to work well with Board members and donors.
- ❖ You have experience with event planning and execution.
- ❖ You know how to meet required deadlines.
- ❖ You have a positive approach, can-do attitude, sense of humor, are flexible, and can trouble-shoot, triage, and keep calm under pressure.
- ❖ You have a solid work-ethic, are self-motivated and self-reliant, and dependable.

- ❖ You can work effectively, collaboratively, and creatively in a team-oriented environment.
- ❖ You have a Bachelor's Degree from an accredited institution or equivalent life experience.

**Requirements:**

- ❖ You have a strong commitment to DOVE's mission and goals.
- ❖ You have valid driver's license, reliable transportation, and willingness to travel.
- ❖ You can climb and descend stairs and lift/carry up to 25 pounds.
- ❖ You are committed to providing documentation of 35 hours of domestic violence training upon hire, or complete DOVE's 35-hour Domestic Violence training within 1<sup>st</sup> year of hire.
- ❖ You are willing to have a Criminal Record Information Check upon offer of hire.

Work Schedule: Full-time (40 hrs/wk), non-exempt position, generally Monday - Friday 9:00am-5:00pm. The Development and Communications Assistant will be required to work at other times to participate in event planning meetings and community events; this will include periodic evening and weekend hours.

Compensation and Benefits: DOVE is committed to working for social and economic justice, engaged and dedicated colleagues, training and education in best practices, professional development opportunities, openness to innovation, and the opportunity and resources to do meaningful, impactful work.

- ◆ Position will be paid hourly in the range of \$19.23-\$21.63 (FTE annual range = \$40,000-\$45,000).
- ◆ Paid time off: Vacation (2 weeks in Year 1, increases at Year 2), Personal Days (3 days/year), Sick time (12 days/year), and 12 Holidays.
- ◆ Insurance coverage with employer contribution (Health/Dental, Short-Term Disability, and Life/ADD).

*To apply, send cover letter specifically for this position and a resume to:*

- ◆ Dawn Hayes Director, Development & Communications, at [applytodove@gmail.com](mailto:applytodove@gmail.com)
- ◆ Applications will be considered until the position is successfully filled. 1<sup>st</sup> round applicant reviews are anticipated to begin the week of Sept. 10; interviews offered to the strongest qualified candidates to date. It is DOVE's hope that the incumbent will begin work approximately mid-late October, 2018.
- ◆ Applications or resumes without a cover letter expressing interest in employment at DOVE will not be considered.

For more information on DOVE, see our website: [www.dovema.org](http://www.dovema.org)

*Posted August 2018*