



Women's Crisis Support ~ Defensa de Mujeres

Serving as the only rape crisis center and emergency domestic violence shelter in Santa Cruz County and the Pajaro Valley – since 1977.

Job Opening: FUND DEVELOPMENT DIRECTOR (part time position at 60%)

DESCRIPTION

Under the direction of the Executive Director and within the scope of WCS-DdM's mission, the Fund Development Director will be primarily responsible for the development and implementation of all agency fundraising activities. This position will implement an overall resource development plan for WCS-DdM consistent with the mission and vision of the organization and work closely with the Board of Directors Fund Development Committee. The plan includes one-on-one solicitations, donor cultivation strategies, Board trainings, planned giving program, and community fundraisers. Supporting elements of the fund development program includes donor relations, gift entry and acknowledgement, database management, and donor research. The Fund Development Director is a part-time position and based in the WCS-DdM office in Watsonville.

MAJOR DUTIES AND RESPONSIBILITIES:

- Manage a timeline to ensure fund development plans and critical processes are effectively carried out in a timely manner.
- Implement current fund raising objectives to meet defined organization goals and strategic objectives.
- Maintain donor database to support ongoing fund raising activities of the organization.
- Develop and produce marketing and public information strategies that communicate the values of WCS-DdM services; evaluate message effectiveness.
- Coordinate and manage fund development events including upcoming annual reception; includes working closely with planning committee, taking lead role in major aspects of events, coordinating with vendors and sponsors, and manage volunteers.
- Oversee the design, content, and maintenance of the WCS-DdM website, and collateral materials including: brochures, newsletter, cases for support; may include working with external contractors and volunteers.
- Participate as a member of the agency's Management Team.
- Conduct presentations to the public, Board of Directors, and other groups as requested.
- Serve as WCS~DdM representative at public meetings and committees, as assigned.
- Assist in the formulation of agency program and policy changes as part of the Executive Team.
- Attend staff meetings, training sessions, supervision and other agency meetings as required.
- Maintain effective working relationships with other agency staff, volunteers, Board of Directors, clients, donors, and with representatives of government and other community organizations.
- Provide regular reports on job-related activities as appropriate and be flexible to perform other duties as assigned.

QUALIFICATIONS:

- Education or experience equivalent to Bachelor's degree in marketing, public relations, communications, or related field, plus three years of progressive work experience in similar position.
- Oral and written fluency in English and Spanish preferred.
- Demonstrated successful track record in fund development and marketing/ communications.
- Ability to relate well to public and private funders, individual contributors, Board members, community leaders, volunteers and staff of WCS-DdM.
- Excellent written and verbal communication skills.

- Strong presentation skills a must, with the ability to successfully convey WCS-DdM's vision, close a deal, and confirm mutual understandings.
- Demonstrated experience in project coordination including event planning and project coordination
- Ability to make independent judgments and work independently with minimal supervision.
- Knowledge of and experience working in the Latino community and other unserved and underserved populations.
- Knowledge of intimate partner violence, sexual assault, trauma, and community resources.
- Ability to work with people of diverse ethnic, cultural, religious, socio-economic, sexual and political orientations.
- Possession of valid California driver's license and use of an insured vehicle.
- Ability to work flexible hours including evenings and weekends, as needed, to be responsive to community requests.
- Proficiency with MS Office software, including Word, Excel, Outlook, Access, PowerPoint, Publisher, and donor database systems.

PHYSICAL JOB REQUIREMENTS:

During working hours, employee must have the ability to:

- Sit for long periods during working hours.
- Lift objects to 25 pounds from floor to shoulder level and carry for brief periods.
- Bend and stoop while filing.
- Twist and reach while at a desk or computer terminal.
- Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines.
- Hear and speak well enough to converse over the phone or in person.
- Legally and physically able to drive personal vehicle during and after work hours.

Classification: Exempt/At-will, .60 position

Salary: \$2,288- 2,704 monthly (reflects prorated rate at 60%)

Benefits: Pro-rated employer paid Medical benefits available. Group Dental and Vision coverage available at employee's expense. Holiday, vacation and sick leave benefits for regular employees.

How to apply:
Submit your resume and cover letter
via e-mail (MS Word or PDF formats only) to admin@wcs-ddm.org or
mail to WCS-DdM, 233 East Lake Avenue, Watsonville, CA 95076
Attention: Fund Development Job Opening

Deadline to apply is Wednesday, August 25, 5pm.

WOMEN'S CRISIS SUPPORT-DEFENSA DE MUJERES IS AN EQUAL OPPORTUNITY EMPLOYER.
 WE VALUE AND WELCOME DIVERSITY OF ETHNIC, CULTURAL, RELIGIOUS, SOCIO-ECONOMIC, POLITICAL
 BACKGROUNDS, SEXUAL ORIENTATION/IDENTIFICATION AND ABILITIES.

WE TAKE PRIDE IN BEING A FAMILY-FRIENDLY WORK PLACE.

WCS-DDM is a green-certified business.

