

**Position Title: Development Associate**

**Who We Are:** CORA (Community Overcoming Relationship Abuse), the only agency in San Mateo County providing crisis intervention and supportive services to survivors of domestic violence and their children, seeks a **Development Associate** to both support the growth of the organization and to ensure supporters are actively engaged in the mission of CORA.

**The Position:** The **Development Associate** should promote CORA's culture, building effective relationships both inside and outside the organization that inspire others to action. Knowledge and experience in trauma-informed domestic violence is a strong preference. The **Development Associate** must share a passion for our mission, be an adaptable, self-reflective, empathetic team player with strong interpersonal skills, and have a desire to support the needs of survivors of intimate partner abuse. The **Development Associate** will bring a sophisticated understanding of philanthropy, cultural competency, conflict resolution and demonstrate self-initiative and a genuine interest in professional and personal growth. This individual should also demonstrate interest and proven skill in implementing best practices.

**Position Summary:** The **Development Associate** performs a variety of tasks to support a complex development department, this includes managing the donor data base, coordinating events, assisting in the development of mass mailings, assisting marketing staff, working with donors, preparing gift acknowledgements and donor communications and helping to nurture the connection between donors, community stakeholders and CORA.

**Primary Responsibilities:**

Database Management:

Serve as administrator for the donor database including:

- Serve as primary liaison between CORA and database vendor;
- Customization to aid the organization in meeting its outcomes;
- Administration, including maintaining data integrity, creating and maintaining database policies and procedures, maximizing efficiency, development of reports, implementing new techniques for collecting and displaying data;
- Troubleshoot and maintain quality control.

Provide general support to the Director of Finance and Operations in managing monthly gifts, including:

- Monthly reconciliation reports.
- Reconcile with Finance staff on a quarterly basis
- Communicate regularly with Finance staff to resolve questions about transactions.

Support the fundraising and events efforts of the organization by providing administrative support, including:

- Enter transactions in donor database, create and maintain fundraising reports and dashboards;
- Update acknowledgement letters
- Prepare and send donor correspondence, issue acknowledgement letters.

Coordinate data collection and analysis, including:

- Generate reports and analyze data;
- Test, adapt and incorporate other tools for increasing and measuring engagement and success.

Execute annual direct mail solicitations, including preparation of mailing lists, assisting supervisor in writing solicitation letters, mail merge, coordinate signing of linked and unlinked letters, and coordinate mailings.

- Assist in development, execution and evaluation of other mail solicitations throughout the year;
- Prepare mailing lists for solicitations, newsletters, auxiliary events;
- Maintain an individual portfolio of donor assignments to cultivate, solicit, and steward;
- Generate donor lists and other donor database reports as requested for direct mail solicitations, donor cultivation, special event invitations, recognition listings, etc.;

Observe, research, assess and make recommendations for improvements in agency's fundraising database systems.

Events Management:

- Serve as coordinator for all fundraising special events, third party events benefiting CORA, stewardship events and in-house community events;
- Analyze data from events and generate specific event reports;
- Maintain vendors and resources that support the planning and orchestration of all events;
- Develop systems to monitor all aspects of special events, third party events benefiting CORA, stewardship events and in-house community events;
- Supervise event volunteers as needed.
- Support the Community Engagement Officer who oversees events.

General:

- Provide administrative support to the Director of Development;
- Work with donors to arrange in-kind giving, coordinate with staff on donation pick-up, as necessary.
- Participate in additional special projects as assigned.

**Required Skills/Qualifications:**

- Non-Profit experience a plus.
- Bachelor's Degree, in applicable field ideal but not required.
- 2+ years of experience in collecting, managing, and analyzing data.
- Excellent verbal communications skills
- 2+ years in a fundraising environment, including extensive event and donor stewardship experience.
- Strong computer skills including demonstrated proficiency or aptitude for database applications
- Demonstrated ability to write queries, generate reports, and address quality/integrity issues.
- Experienced and confident user of MS Office Suite including Excel.
- Ability to prioritize, organize and manage multiple tasks and meet specific deadlines.
- Proven ability to work independently, under minimal supervision in a team environment.
- Experience with data security and confidentiality.
- Understanding of issues of oppression and social injustice as they impact CORA's primary service communities, a commitment to cultural competency/cultural humility and the ability to manage and promote healthy interpersonal relationships in a multicultural workplace.
- Ability to give and receive constructive feedback, practice healthy communication and a commitment to insight and self-reflection in a leadership role.
- Strong written and oral communication skills, including the ability to communicate technical subjects to non-technical individuals and to collaborate with other departments.

- Experience in a nonprofit or crisis service work environment and/or familiarity with the scope of services provided to domestic violence survivors, preferred.
- Livescan criminal background check required.

## **Reports to: Director of Development**

**Benefits/Compensation:** This is a regular, full-time, exempt position. Salary range starting at \$53,000 per year based on 37.5 hour workweek; non-negotiable. CORA offers excellent health benefits (medical, dental, vision, chiropractic), generous time-off policies (including 3 weeks of vacation after 1<sup>st</sup> year), LT disability, life insurance, and a matching retirement plan.

**To Apply:** Please email resume and cover letter to: [jobs@corasupport.org](mailto:jobs@corasupport.org).

## **CORA History and Overview**

CORA has provided services to survivors of intimate partner abuse for nearly 40 years. Our programs include Crisis Intervention Services, including a 24-hour hotline, collaboration with law enforcement, emergency shelter options, and supportive counseling. Family Support Services provides mental health therapy, supportive/transitional housing, and a children's program. CORA has robust legal services for survivors of domestic violence and provides educational workshops about the dynamics of domestic violence and healthy relationship skills.

CORA is strengths-based, collaborative, accessible, and client-centered. CORA believes that everyone deserves to be treated with respect in their intimate relationships. We provide safety, support and healing to individuals who experience abuse in an intimate relationship and educate the community to break the cycle of domestic violence. Regardless of a survivor's race, class, gender, sexual orientation, or culture, we save lives and provide an opportunity to begin again.

CORA inspires work of the highest caliber by fostering staff engagement through transparency and inclusion in agency decisions wherever possible. We strive to ensure our policies and communications reflect an appreciation of the impact of social inequities, historical and current, and actively promote healthy relationships amongst staff by demonstrating mutual respect in all our communications.

**Website:** [www.corasupport.org](http://www.corasupport.org)

*CORA is proud to be an equal opportunity employer. We seek diversity with respect to race, color, age, sex, (including breastfeeding and medical conditions related to breastfeeding), religion (including religious dress or grooming practices), national origin, mental or physical disability, genetic characteristics and information, ancestry, marital status, family status, political belief, sexual orientation, gender (including gender identity and expression), medical condition, military, or veteran status or any other category or status protected by Federal, State or other applicable laws.*

*All applicants are welcome. Individuals who are bilingual, people of color, members of the LGBTQ community and/or survivors of domestic violence are strongly encouraged to apply. The position will remain open until filled.*

***No phone calls please.***