



Position Description *Development Coordinator*

About our organization:

The Friendship Center is the #1 community resource for addressing and preventing domestic violence, sexual assault and stalking in Lewis and Clark, Broadwater and Jefferson Counties. We serve clients of all genders and backgrounds through free and confidential services including shelter, advocacy, education and outreach. Our mission is to be a safe haven for victims of domestic violence, sexual assault and stalking, while empowering every person in our community to flourish in relationships free from violence and intimidation. We do our work so that every person in the tri-county area can thrive in safe and healthy relationships. To learn more, visit our website www.thefriendshipcenter.org.

Date: March 24, 2023

Summary: This is, depending on the preference of the right candidate, a part-time or full-time, hourly position who works closely with the Development Director to achieve the annual fundraising goals that support the mission of The Friendship Center

Supervisor: Development Director

Pay Range: \$22.00-25.00/hour depending on experience, plus benefits. Employees are eligible for life insurance, retirement with 6% employer contribution after one year of employment, vacation, and sick/wellness leave. Employees who work more than 30 hours are eligible for health, vision, and dental insurance.

To Apply: Email resume and cover letter to Kim Patterson at kim.p@thefriendshipcenter.org. Applications will be accepted until position is filled.

Primary Roles and Responsibilities

- Actively participate in creating and carrying out the annual development plan
- Maintain donor database, including data entry, donor interactions, report preparation, analysis, and donor segmentation
- Participate in prospect and donor research
- Support donor stewardship, including timely gift acknowledgements, provide call lists to board members, and enter all interactions into database

- Assist with two or more donor appeals
- Assist with planning and carrying out the annual fundraising luncheon and other donor events
- Leverage email marketing and social media to cross-promote agency messaging
- Help coordinate community engagement with the Development Director and Outreach and Education Coordinator, as needed

Knowledge, Skills, and Abilities required:

- Experience in nonprofit fundraising, communications, and/or marketing
- Strong relationship-building skills
- Knowledge or familiarity with nonprofit development practices and principles
- Experience with special event planning and management, both in person and virtual
- Strong organizational skills with acute attention to detail
- Outstanding communication skills, both written and oral
- Proficiency with Microsoft Office products and social media platforms required; experience with Adobe Creative Suite and Wix or similar web platform preferred.
- Ability to navigate situations which may have personal and professional conflict.
- Ability to completely understand and maintain strict adherence to confidentiality, safety procedures, and advocate privilege.
- Clear and effective written and verbal communication skills.
- Ability to work both independently and in small team settings. Comfortable taking initiative but also committed to sharing information and working well in a team
- Desire for growth through professional development and training.
- Must be able to perform physical labor as needed for events
- Possess a valid Montana driver's license and automobile liability insurance
- Successful background check required

DIVERSITY, EQUITY, AND INCLUSIVION STATEMENT

TFC recognizes racism, discrimination and oppression have contributed to disparities that have existed in the past and persist in the present across our nation and in Montana. We acknowledge those inequities are the result of policies and practices that work to marginalize entire populations of people. We denounce discrimination in all its forms because it undermines the well-being and vitality of our communities. We strive to engage residents and community members, especially those whose voices have traditionally been marginalized, in the shared work of building equity and empowerment. We work with partners to co-create solutions to ensure that everyone has the resources, support, and opportunities they need to thrive. We believe that diversity drives creativity and innovation, therefore we commit to working towards more equitable communities. We know that having varied perspectives helps generate better ideas to solve the complex problems of an ever changing and increasingly diverse world.