

SafePlace Job Description

Job Title:	Communications
Reports to:	OfficerDevelopment
FLSA Status:	Director Non-Exempt
Salary Range:	Schedule D
Hours Per Week:	35 hours per week
Benefits:	Medical, dental, and vision insurance; paid holidays and paid time off leave are provided as per SafePlace personnel policies. Employee Assistance Program provided. Retirement benefits will be available when SIMPLE Plan qualifications have been met.

SUMMARY

In a culturally responsive manner, cultivate donor relationships and generate revenue through private and public grant funding, fundraising events, and written communications, as part of the development team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities of this position include the following. Other duties may be assigned.

COMMUNICATIONS

Design and Production

- Author and prepare daily donor thank you letters.
- Assist Development Director with stewardship action items and tracking (i.e. Thank you cards, calls, etc.)
- Create content in partnership with Program Team for e-newsletter, bi-annual newsletter, and direct mail solicitations.
- Draft written and other development communication pieces
- Collaborate with Program Team to fully understand services and communication needs.
- Update and maintain agency website.
- Draft and propose communication campaigns for community events with program team and directors, as needed.
- Present design ideas and recommendations to Development team
- Develop and oversee branding standards for agency-wide use.
- Point person for all agency printed materials.

Social Media and Online Fundraising

- Create and implement an annual marketing plan for social media and written communication pieces in collaboration with Development team.
- Maintain and grow agency social media presence.

Event Support and Outreach

- Design all gala and agency event materials (i.e., Save the Date, Invitations, E-blasts, SocialMedia, Program, etc.)
- Create and manage communications and marketing calendar for all agency events.
- Coordinate with the program team and other staff for event material needs and branding.
- Attend all agency events.
- Participate in community tabling and guest speaking on behalf of the agency.

Research and Cultivate:

- Current and new private and public grant sources
- Current and new funding opportunities, including private and public grants, civic groups, businesses, and religious organizations with Development Director.
- Donor prospecting and communications with donors in collaboration with Development team
- Create and foster relationships with program staff, managers, and directors to assist in communications and grant application work.
- Stay attuned to current programming needs and priorities by working with Development team.

OTHER

- Participate in All-Staff meetings, Development team meetings, and other meetings, as required.
- Perform duties as described in a culturally responsive manner.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

- High School Diploma or General Education Degree (GED) required.
- At least two years' experience in communications, marketing, or equivalent line of work
- Ability to work independently and within a team structure.
- Excellent communication skills, written and other; experience writing and proof reading.
- Ability to meet deadlines/due dates and to work under pressure.
- Ability to handle detailed work accurately.
- Excellent organizational skills; experience managing several projects at the same time.
- Proven experience with Microsoft Office Suite and graphic design (i.e. Canva)
- Ability to send and receive e-mail, use the internet, and operate a multi-line phone system.
- Agreement with the SafePlace philosophy and the theory of empowerment
- Commitment to the need for client and agency confidentiality

PREFERRED QUALIFICATIONS

- Demonstrated understanding of domestic and sexual violence issues.
- Experience working with diverse populations.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities. However, this position will provide support, guidance and feedback to volunteers, employees, and interns; and may oversee projects.

INTERPERSONAL SKILLS

To perform this job successfully, an individual must possess the following interpersonal skills:

- 1. Ability to set limits and maintain healthy boundaries.
- 2. Ability to resolve conflicts in a fair and respectful manner.
- 3. Ability to maintain a positive attitude in a crisis intervention work environment.

COMMUNICATION SKILLS

To perform this job successfully, an individual must possess the following:

- 1. Ability to read and interpret funding criteria and match with current agency needs.
- 2. Ability to communicate clearly and effectively in order to present information both written and verbally and respond to questions from employees and community members.

CERTIFICATES, LICENSES, REGISTRATIONS

- 1. SafePlace initial core member training certification.
- 2. Valid driver’s license and current automobile liability insurance if a driver.

TRAINING REQUIRED

Employee is required to complete the core requirements of the initial SafePlace Training and participate in on-going job-related trainings each year.

PHYSICAL REQUIREMENTS

To perform this job successfully, an individual must be able to do the following:

- 1. Remain in a stationary position for long periods of time.
- 2. Occasionally move about inside the office to access file cabinets, office machinery, etc.
- 3. Constantly operate a computer and other office productivity equipment, such as a copymachine, calculator, and computer printer.
- 4. Frequently communicate information to funders, staff, volunteers, and community members.

EQUAL OPPORTUNITY EMPLOYER

SafePlace is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, sex, sexual orientation, marital status, pregnancy, genetic information, gender identity or expression, age, disability, or protected veteran status.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date