



Domestic Violence and Sexual Abuse Services

JOB ANNOUNCEMENT

Position: Development Assistant- Part time (20 hours/week)

Salary: \$19.35/hour with generous benefits

This is an in office position with possibility of some remote hours.

TO APPLY: Please review qualifications and submit two separate documents 1. cover letter and 2. resume (in MS Word or PDF format only). Send the 2 attachments as an email to:

jobs@actompkins.org. Applications will be accepted until the position is filled.

Our progressive social service agency seeks a part time Development Assistant who will support implementation and development of the agency's fundraising, development, and community engagement activities. The Development Assistant will work closely with the Executive Director, Board of Directors and volunteers to enhance and support the mission of the Advocacy Center. This position requires a flexible schedule and will require occasional evening and weekend work. Primary duties include: coordinate production and mailing of appeal letters; primary liaison for third party fundraisers; coordinate donor acknowledgment with Executive Director and BOD Fundraising Committee; maintain donor database; organize or provide assistance in organizing fundraising and special events for the agency such as the Annual Meeting and Kids Are Our Business Breakfast; assist Executive Director and BOD in developing and implementing a coordinated annual fundraising plan.

Our generous **Benefits Package** includes:

- Agency contribution of \$6,775 annually (prorated for part-time and start date; this position's full year benefit \$3,871.43) toward our Cafeteria Benefits Program. Cafeteria benefits include agency offered medical and dental insurance, and qualified medical expense reimbursement;
- Generous time off including 2 weeks vacation the first year increasing thereafter, 16 paid holidays, 5 personal days, and 12 sick days;
- Agency retirement contribution after 3 years of employment.

Physical Requirements: Applicants must be able to ascend/descend stairs, sit and stand for periods of time, have the ability to lift up to 25 pounds to a height of 2-3 feet.

Required Qualifications:

- One to two years of fundraising or development experience. Transferable professional experience considered.
- Bachelor's degree or equivalent experience.
- Proficiency with MS Microsoft Office (Excel, Word, Publisher). Knowledge of Google G Suite helpful.
- Excellent proofreading, writing, and time management skills
- Experience that demonstrates sound judgment, creativity, and management of confidential information
- Ability to work independently and manage multiple projects and deadlines
- Willingness to appreciate different points of view and problem solve in a constructive manner
- Sensitivity to the impact of sexual and domestic violence in diverse and marginalized communities and the ability to articulate these concerns in a sensitive and respectful manner

The Advocacy Center of Tompkins County www.actompkins.org, located in Ithaca, NY, is an organization whose roots are based in feminism, social change, and victim rights. We are proud of our workplace culture

and are dedicated professionals with a strong work ethic who also promote self-care and wellness and value a healthy work/life balance. We combine seriousness of purpose and commitment to our mission with a sense of kindness and humor toward one another.

The Advocacy Center is committed to diversity, equity, and inclusion. We believe we have the most impact when people with a wide range of backgrounds, experiences, and identities come together with a common purpose. We encourage candidates from all backgrounds and identities to apply.