



**HOPE'S
DOOR**
Embracing Life Free
From Domestic Abuse

Job Posting
Available immediately

Development Associate

Compensation and Benefits

\$34,000 to \$38,000

Benefits in Year 1: Flexible Benefits Plan @ \$800 per month after 3 full months of service
4 Weeks Vacation; 12 Sick Days and 12 Holidays

Additional Benefit in Year 2: Participation in Profit Sharing 401K Plan

Requirements and Preferred Experience

Bachelor's degree plus two to four years successful fundraising, communications, and/or public relations experience or equivalent combination of education and experience required. Events planning a plus. Excellent written and oral communications skills, editing experience, proficient with Microsoft programs, and social media. Raisers' Edge, Word Press, and design program skills a plus.

Responsibilities

Overview: Assist the Director of Development and Community Relations in planning and implementing strategies to achieve fund development and community relations goals.

- Assist with fundraising, public relations, media relations, community relations, outreach, and special events.
- Draft and edit press releases, fundraising solicitations, and thank-you letters.
- Assist with quarterly newsletters, annual report, and other external communications as requested.
- Update website and execute social media plan.
- Recruit and supervise volunteers and interns to meet departmental and agency goals.
- Maintain development database and spreadsheets.
- Attend outreaches to the community to educate the public about Hope's Door and its mission, as well as the warning signs of domestic violence and teen dating abuse.
- Develop and maintain relationships and outreach with donors, businesses, community leaders, media representatives, and educational institutions, among others, to promote Hope's Door and garner strong support for our work and mission.
- Update job knowledge by participating in conferences and educational opportunities; read professional publications; maintain personal networks; and participate in professional organizations.
- Enhance department and organization reputation; accept ownership for accomplishing new and different goals; explore opportunities to add value to job accomplishments; set and achieve yearly professional goals.

Submit Both Resumes and Cover Letters

Selected Candidates will need to submit a Writing Sample

DIANNE DEFILIPPIS, DIRECTOR OF ADMINISTRATION

HOPE'S DOOR, INC., P.O. BOX 262, HAWTHORNE, NY 10532

DDefilippis@HopesDoorNY.org

Come make a difference in the lives of those wounded by abuse.

Hope's Door is an equal opportunity/affirmative action employer