



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

Job Posting Domestic Violence Agency in Westchester County

Position Available Immediately

Position based in Hawthorne, New York

Development Associate

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.

Salary and Benefits

\$34,000 - \$38,000 depending upon degree, language skills, and relevant experience

Our Generous Benefits Plan for FT Employees Includes

Flexible Benefits with Health Plan Options
Life Insurance, Short and Long-term Disability
401K Participation after Year 1

Vacation: 20 days - **Sick Time:** 12 days - **Holidays:** 12 days

APPLICANTS PLEASE SEND RESUME AND COVER LETTER TO

DIANNE DEFILIPPIS, DIRECTOR OF ADMINISTRATION - HOPE'S DOOR, INC., PO BOX 262, HAWTHORNE, NY 10532

E-MAIL ADDRESS: DDeFilippis@HopesDoorNY.org

Hope's Door policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, national origin, marital status, parental status, or political affiliation in employment and delivery of services.

Come join our dedicated team and make a difference in the lives of those wounded by abuse.