



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

Job Posting Domestic Violence Agency in Westchester County

Position Available Immediately

Location: Hawthorne, New York

Development Associate – Part-Time

Hope's Door is a nonprofit organization that seeks to end domestic violence and to empower victims to achieve safety, independence, and healing from the trauma of abuse. We are seeking a motivated, creative and energetic Part-Time Development Associate to join our team. This role is perfect for someone with a passion for communications, and a willingness to take on multiple responsibilities in a fast-paced environment.

Requirements and Preferred Experience

Bachelor's degree plus two to four years in fundraising, marketing, communications, and/or public relations experience or equivalent combination of education and experience required. Event planning and social media experience a plus. Excellent communications skills, editing experience, proficient with Microsoft programs, and content creation. Raisers' EdgeNEXT, Word Press, Canva, GiveSmart, and analytical skills a plus.

Key Responsibilities

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

- **Development activities:** Support fundraising initiatives and donor engagement activities; assist in planning and creating events, including logistics and communications with donors and other stakeholders; maintain accurate records of donor information and interactions; management of fundraising solicitations and donor acknowledgement letters.
- Update website, develop and execute social media plan/content.
- Assist with newsletters, annual reports, and other external communications as requested.
- Recruit and supervise volunteers and interns to meet departmental and agency goals.
- Maintain development database, track event budgets and donor analyses
- Participate in community relation events 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.

Rate for Part-time Work: \$25 per hour

20-25 hours per week depending on the development calendar.

PLEASE SEND RESUME AND COVER LETTER TO

DIANNE DEFILIPPIS, DIRECTOR OF ADMINISTRATION - 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.