



Position Description: Development Coordinator

The Orange County Rape Crisis Center's mission is to stop sexual violence and its impact through support, education, and advocacy. We envision a just and equitable world free of sexual violence and all other forms of oppression. Our values include professionalism, excellence, accessibility, social justice, community involvement, self-care, and empowerment.

This position is considered full time, exempt in accordance with the Fair Labor Standards Act, and requires regular hours as well as frequent evenings and weekends around event times.

Responsibilities:

1. Donor Relations and Regular Appeals

- Provide staff support and assistance in the coordination of development events and projects.
- Coordinate semi-annual mail solicitations to agency members.
- Ensure that donor acknowledgement and special thank you's are delivered in a timely manner.
- Update content for donor acknowledgement on a semi-annual basis.
- Ensure that development activities are conducted in accordance with agency policies and laws, and maintain gracious communications with all community partners.

2. Community and In-Kind Giving

- Coordinate fundraisers with campus groups, local businesses, and other outside groups.
- Assist community partners with developing in-kind giving plans throughout the year.
- Track and provide acknowledgement to for in-kind donations.
- Serve as the site coordinator for community groups seeking service opportunities.

3. Database Management

- Maintain the Center's donor database, run reports, and coordinate mailings.
- Manage acknowledgments of donor and volunteer contributions to the agency.
- Ensure that financial receipts are promptly deposited and properly documented.

4. Special Events

- Work closely with the Development and Communications Director and the Fundraising Committee of the Board of Directors to plan, execute, and evaluate all aspects of the Annual Holiday Auction, including but not limited to:
 - Timely and cost effective logistics planning
 - Strategic marketing and ticket sales
 - Volunteer recruitment, training and supervision
 - Item and sponsorship solicitation
 - Guest relations and related services
- Serve on the OCRCC SAAM (Sexual Assault Awareness Month) Committee and coordinate community giving opportunities throughout the month of April.

5. Board and Volunteer Engagement

- Serve as a staff representative on the Fundraising Committee as assigned by supervisor.
- Provide proactive support to Board of Directors in the completion of their Board Appeals and other financial obligations.
- Recruit, train and supervise development volunteers and interns to assist with major events and community giving efforts.

6. Grant Prospecting

- Work with the Development & Communications Director and the ED to identify grant-funding needs.
- Develop monthly reports for the Development and Communications Director and the ED on mission related private grant prospects.
- Conduct initial outreach & research on grant funding opportunities to identify feasibility & mission compatibility.

7. General Responsibilities

- Accomplish other tasks as determined by the ED and Development and Communications Director.
- Work as a team member in order to achieve the mission of the Center.
- Maintain appropriate standards of confidentiality.

Qualifications Required:

1. Minimum of a Bachelor's degree or equivalent experience
2. Demonstrated effectiveness with computer and information technology, including word processing, database management, e-mail, and Internet
3. Excellent oral and written communication skills
4. Experience with event planning and oversight
5. Strong organizational, problem-solving, and multi-tasking skills
6. Experience communicating with people from diverse backgrounds
7. Demonstration of cultural awareness, sensitivity, and competency

Qualifications Preferred:

1. Experience training and supervising volunteers and/or staff
2. Demonstrated effectiveness in working on teams to accomplish mutual goals
3. Comfort working with issues and survivors of sexual violence
4. Bilingual in English and Spanish

Responsible to: The Development and Communications Director of the Orange County Rape Crisis Center

Benefits Available: Health, life, and dental insurance; retirement investment plan.

Schedule: Monday through Friday, 9am-5pm. Some evening and weekend hours required.

Salary: 35,000-39,000

To Apply: Send a resume, cover letter, and 3 professional references in one .pdf file to jobs@ocrcc.org with the job title in the subject line by January 30, 2019. No phone calls, please.

The Orange County Rape Crisis Center is committed to fostering the leadership of people of color, Native people, immigrants and refugees, low-income people, LGBTQ+ and trans people, people with disabilities, survivors of sexual and/or domestic violence, and people living in the many intersections of these experiences. We strongly encourage people from these communities to apply and will not discriminate on the basis of race, ethnicity, color, socioeconomic class, gender identity, gender expression, sexual orientation, sex, religion, disability status, citizenship status, age, veteran status, or national origin.*