



## **ANNOUNCEMENT: Job Posting**

### **Development & Public Engagement Associate**

Location: San Francisco, CA

For more than 30 years, Futures Without Violence has led the way and set the pace for educational programs, public action campaigns, policy and program development, and leadership training designed to end violence against women, children, and families around the world. We seek a dedicated, energetic, and creative individual for the position of Development and Public Engagement Associate.

#### **DEPARTMENT & POSITION:**

Futures Without Violence's Office of Development and Public Engagement is responsible for all general fundraising activities for the organization with an emphasis of individual major gifts, corporate gifts and grants, family foundations and professionally staffed foundations for general and restricted grants. The Office leads fund development programs that grow the organization's base of supporters such as special events, direct mail, fund solicitation through social media and individual meetings with and on behalf of the Board of Directors and President. Additionally, it manages and maintains all donor database records as well as stewards all Board of Directors and other leadership advisory committees.

#### **JOB RESPONSIBILITIES:**

Reporting to the Manager, Public Engagement, the incumbent will be responsible for but not limited to:

#### DONOR AND CONSTITUENT MANAGEMENT RESPONSIBILITIES

- Record gifts and enter constituent data in constituent database and process acknowledgements/tax receipts
- Work closely with finance department for monthly reconciliation of donations
- Collaborate regularly with Communications to coordinate donor and constituent email communications for both stewardship updates and targeted email campaigns for the purpose of fundraising and events
- Provide regular updates on status of development financial goals and demographic characteristics of donor database by pulling reports and developing queries within
- Work closely with Blackbaud on updates and/or improvements to database to ensure integrity of donor database
- Support and train programmatic staff in using the database and online marketing system (Luminate Online) on a regular basis for e-communications and data importing.
- Manage the continued development, integration, and implementation of database and third party apps, as necessary to meet both programmatic and fundraising needs
- Perform quality assurance checks and regular database maintenance tasks to ensure accurate data
- Develop and record new membership tagging system for museum donors and visitors

## FUND DEVELOPMENT AND SPECIAL EVENTS

- Assist, where needed, with all facets of fund development campaign including preparation for meetings, running queries and pulling reports from database, coordinating collateral materials, scheduling meetings and correspondence with campaign leadership
- Assist with special events and meeting logistics
- Identify new and existing prospects through an in-house database and external sources; research donors and prospect with emphasis on biographical and philanthropic histories
- Assist with writing grant proposals and reports, drafting and processing donation acknowledgement letters and correspondence.
- Coordinate and submit annual State Registrations and Combined Federal Campaign applications

## ADMINISTRATIVE RESPONSIBILITIES

- Provide support to CEO of FUTURES for scheduling, meeting preparation and expenses
- Provide staff support for Board of Directors and Committee Meetings
- Work collaboratively with Manager, Public Engagement to respond to meeting/event space requests, coordination and staffing as needed.

## **EDUCATION, EXPERIENCE & SKILLS:**

- Bachelor's Degree or equivalent work experience
- A minimum of two (2) years of experience in database management in a nonprofit environment; or an equivalent combination of education, training, and experience.
- A minimum of two (2) years of experience in fund development in a nonprofit environment; familiar with donor relations, board relations, fund development leadership management.
- Experience in Blackbaud software – specifically Luminate CRM (Salesforce platform) and Luminate Online (formerly Convio) products a plus; excellent overall computer skills with proficiency in Microsoft Office software – Word, Excel, Powerpoint, and other entity relations applications.
- Must be detail oriented, reliable and efficient in organizing work; possess a high level of analytical and problem-solving skills and be able to conceptualize and implement creative and successful database management strategies
- Strong written and verbal communications skills
- Ideal candidates will be proactive, self-starters who like to problem solve and work collaboratively with a team
- Ability to work effectively with colleagues, volunteers, and general public; provide excellent customer service to internal and external partners; model integrity, dedication and flexibility
- Passionate about Futures Without Violence's mission
- Ability to work at a computer for extended periods of time

**Submit resume and cover memo to: Mindy Iwanaka, [miwanaka@futureswithoutviolence.org](mailto:miwanaka@futureswithoutviolence.org)**