

Job Opportunity

DEADLINE: Thursday, January 12, 2012 NO PHONE CALLS PLEASE

POWERFUL VOICES

Because strong girls become strong women

ABOUT POWERFUL VOICES

Since 1995, Powerful Voices has delivered innovative, evidence-based, gender-specific programs in public schools, the juvenile justice systems, and through employment programs. Powerful Voices' mission is to foster adolescent girls' development by providing programs and promoting social justice so girls can realize their dreams, engage their communities, and shape a better world. Our mission is deeply rooted in the belief that all girls live healthy, personally meaningful lives in a society that values them.

Job Title: Development Assistant

Position Reports to: Executive Director

Start date: February 6, 2012

Position type: Regular, Non-Exempt

Approximate work schedule: 20 hours/week. The Development Assistant will set a regular weekly schedule during business hours of Monday - Friday 8:30am to 5:00pm with the approval of the Executive Director. Some evenings and weekends required.

Employment salary and benefits: 0.5 FTE of \$12.02/hour + Medical/dental benefits and paid time off (PTO) provided at a pro-rated rate, in alignment with Powerful Voices' personnel policies.

Job Summary/Purpose: Powerful Voices is hiring a Development Assistant to support the fund development efforts of the organization by providing administrative support. This position will work closely with the Executive Director, assisting with tasks related to donor cultivation, special events, joyful fundraising by board of directors and grants/contracts. These efforts support our goal to raise \$500,000 a year to *foster adolescent girls' development by providing programs and promoting social justice so girls can realize their dreams, engage their communities, and shape a better world.*

Position Responsibilities:

1. Cultivation of Major and Individual Donors

- Manage the donor database, including processing gifts, creating thank you letters, generating queries, and pulling lists and reports. Update donor information with care and accuracy.
- Record and report all agency volunteer hours.
- Manage Powerful Voices print and email address lists.
- Assist with scheduling and tracking donor appointments.
- Support production of donor communications, including the creation and distribution of the annual report, quarterly eNewsletter, appeal letters and other publications.
- Generate standard and requested reports for tracking progress of development efforts.

2. Special Events

- Assist with logistics for development events, including registration process, preparation of guest lists and name tags and day-of-event logistics.
- Assist with finalizing guests lists and sending event mailings.

- Coordinate special event volunteers including recruitment, retention and appreciation.
 - Assist as needed with the development of collateral materials and pledge invoices.
3. Joyful Fundraising by Board of Directors
- Advance the cultivation and stewardship efforts of the Executive Director and Board of Directors by providing administrative support.
 - Assemble media and donor kits for events and meetings.
 - Assist in meeting preparation for monthly Board and Fund Development Committee meetings.
4. Grants and Contracts
- Manage spreadsheet and calendar for tracking of grant prospects and deadlines.
 - Generate standard and requested reports.
5. General Responsibilities
- Collaborate with Powerful Voices staff to achieve the mission and vision of the organization.
 - Perform role in a way that reflects the values of Powerful Voices; safety, justice, integrity, diversity, and innovation.
 - Utilize a strengths-based, girl-specific, relationship-based approach
 - Participate in supervisory meetings, trainings/staff development and annual meeting.
 - Develop and maintain respectful rapport when interacting with participants and their families.
 - Participate in creating and maintaining a workplace that values diversity and treats everyone with respect without regard to race, color, age, religion, creed, gender, sexual orientation, national origin, marital status, or the presence of any sensory, mental, or physical disability.
 - Demonstrate teamwork and open communication.
 - Provide services in a manner that expedites the meeting of contract requirements and program outcomes.
 - Maintain documentation in a timely, thorough and accurate manner.
 - Follow agency policies and procedures.
 - Perform other appropriate tasks related to your professional role as needed.

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Qualifications:

For successful completion of position requirements outlined above, the candidate will have the following:

1. A passion for the mission and vision of Powerful Voices and for the work we do with girls from diverse backgrounds.
2. A self-starting and energetic person with strong organizational skills, attention to detail, ability to gracefully manage deadlines, priorities, multiple projects and work independently.
3. Preferably with a minimum of two years experience in an administrative position in a not-for-profit organization.

4. Strong written and oral communication skills, including openness to feedback, and ability to present information concisely and effectively, both verbally and in writing.
5. A professional demeanor, able to work successfully, eliciting trust and respect from with a wide variety of constituents including girls and their families, volunteers, donors, board members, and external partners.
6. High levels of integrity, trustworthiness, flexibility, compassion, humor, edginess, creativity, and persistence necessary to address the practicalities of a growing nonprofit.
7. Proficient in Sales Force and/or Donor Perfect databases. Familiarity with Access, Gmail, Google docs a plus.
8. Demonstrated cultural responsiveness and a strong social, racial and economic justice framework.
9. Commitment to continually improving our effectiveness in serving youth by giving and receiving feedback about professional growth areas and to personal self-awareness that includes recognizing and working on individual areas of privilege and oppression and self-care.
10. WA State driver's license and personal vehicle preferred.

Women, People of Color are strongly encouraged to apply

CONTACT INFORMATION / DEADLINES

Please e-mail your resume and cover letter by 11:59 PM on Thursday, January 12, 2012 to Tyler Bosma, Office Manager:

1620 18th Ave Ste. 100

Seattle, WA 98122,

Email: info@powerfulvoices.org

www.powerfulvoices.org

All resumes will be responded to by phone or mail.

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