

**Position Title:** Development Manager

**Agency Summary:** The Victim Center (TVC) is a nonprofit that serves adults and children who have experienced violent or sexual crimes. All services are free-of-charge and include 24/7 crisis intervention, daytime advocacy, prevention education, and mental health counseling.

**Diversity, Equity, and Inclusion (DEI):** The Victim Center believes that all people deserve to feel respected, included, and safe. We foster our commitment to equitable treatment by engaging in trauma-informed practices that support the physical and emotional safety of clients, staff, volunteers, donors, and community members who choose to walk with us.

We know that trauma stemming from violent or sexual crimes may also be compounded by past and present trauma from prejudice, bias, and discrimination. We honor each individual's journey with us as unique and self-driven. We see strength in differences. We understand that the principles of diversity, equity, and inclusion are essential to our effectiveness in fostering health and safety in our community.

TVC does not tolerate unlawful discrimination in its employment practices. No question in the application process is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of race, color, ancestry, national origin, gender identity, sex, sexual orientation, marital status, religion, age, disability, results of genetic testing, service in the military, HIV Status, or any other protected status under applicable federal, state, or local law.

**Position Summary:** The Development Manager is responsible for fundraising campaigns, events, donor relations, corporate sponsorships, and networking. This position ensures the organization has a necessary donor base and donations to fulfill the mission and to advance The Victim Center's mission within southwest Missouri.

**Work Location:** The Victim Center is located at 815 W Tampa Street, Springfield, MO 65802. Some work-from-home arrangements may be available after the initial training period.

**Employment Status:** This is a non-exempt, full-time, and salaried position.

**Work Hours:** Hours will be worked primarily between 8:00 am-6:00 pm, Monday-Thursday. Some alternative hours related to deadlines and events will be required, including occasional evening and weekend events.

**Compensation:** Compensation is commensurate with experience.

**Reports to:** Executive Director

**Core Responsibilities:**

- Event Coordination
  - Coordinate annual fundraisers, such as Wine Women & Shoes and the Breakfast of Hope.
  - Solicit sponsorships, in-kind donations, prizes, volunteers, reservations
  - Serve as chair of event planning committees.

- Donor Relations
  - Solicit major gifts, donations, prizes, and sponsorships from individual and corporate donors.
  - Regularly engage in donor and sponsor prospecting and cultivate new and ongoing relationships to benefit the agency.
  - Develop and implement comprehensive plans to increase donor participation in monthly and one-time giving opportunities.
  - Maintain the agency's donor database.
  - Manage donor correspondence and paperwork, including electronic and mailed gift recognitions, tax credit applications, and ongoing impact messaging.
- Networking
  - Represent the agency at community events and other networking opportunities.
  - Assist with community presentations and media interviews, as needed.
- Agency
  - Serve on collaborative committees for strategic agency goals such as fundraising, awareness, and volunteer recruitment.
  - Attend required team meetings.
  - Submit required paperwork and documentation with assigned deadlines.
  - Make necessary reports for concern of health, safety, well-being of minors and adults over 18 with disabilities and/or persons over the age of 60.
  - Other duties as approved by Executive or Assistant Executive Director.

**Required Qualifications:**

- Bachelor's Degree in related field.
- Two years' experience in non-profit fundraising or three years in sales, marketing, or related field.
- Event planning and management experience.
- Excellent oral and written communication skills.
- Intermediate computer skills and working knowledge of social media platforms.
- Valid driver's license and reliable transportation to report to work each day.
- Ability to pass national criminal and Child Abuse and Neglect investigative background checks.
- Ability to sit and/or stand for extended periods of time interchangeably.
- Ability to lift and carry 10 pounds is required, but 20 pounds is helpful.

**Preferred Qualifications:**

- One-year graphic design experience, including Canva.
- Experience working with victims or underserved individuals.

**Core Competencies and Motivational Fit:**

- Commitment to The Victim Center's mission, values, and goals.
- Cultural sensitivity and adherence to TVC's statements on DEI and nondiscrimination.
- Ability to work both autonomously and collaboratively.
- Ability to self-start and complete assigned duties with minimal direction.
- Ability to concurrently manage multiple projects in various stages of completeness.
- Constant awareness of emotional and physical safety concerns for clients and TVC associates, in adherence to TVC's safety standards.