



## **DEVELOPMENT & COMMUNICATIONS ASSOCIATE**

**About the agency.** Women's Center & Shelter of Greater Pittsburgh (WC&S) is a comprehensive domestic violence program annually serving over 7,700 adult and child survivors of domestic violence & facilitating an intervention program to nearly 300 people who use abuse. We are advocates, grounded in fostering a community of safety, healing, and empowerment for anyone affected by domestic violence. Our mission is to strengthen our ability to meet the individual and evolving needs of those affected by domestic violence by investing in the growth of our people, deepening community engagement, and amplifying the voices of all survivors. All staff learn about and support the organization's mission, vision, and values of Safety, Uplifting Others, Compassion, Courage, Equity, Survivor-Centered Advocacy, and Stewardship (SUCCESS). In addition, the principles of Sanctuary (a model for providing trauma-informed care) and continuous improvement infuse all aspects of the organization.

**About the role.** As a Development & Communications Associate, you will contribute to much of WC&S' Development Department's donor communications, with a strong focus on writing. You will also assist with special campaigns and communications efforts.

This role provides you with the opportunity to showcase your writing, creativity, and project management skills, and the ability to contribute to the organization's mission in a variety of ways. The successful candidate will have knowledge and experience in development, communications, and social media platforms. If you are comfortable multi-tasking, able to remain flexible in a high-paced environment, and are passionate about supporting populations experiencing intimate partner violence, we are eager to hear from you. WC&S will offer you an environment that provides endless opportunities to advance your knowledge, skills, and abilities.

### **Here's what you will do:**

- Write and/or assist with writing donor communications including, but not limited to, acknowledgement letters, emails, website/donation pages, and articles for the Rosewood newsletter
- Create and assist with the execution of special donor cultivation communications
- Assist with the creation, design, and scheduling of social media content
- Assist with marketing and public relations efforts related to WC&S' domestic violence app and website
- Collect survivor, staff, volunteer, and donor stories and quotes for use in various media
- Oversee and submit all necessary information for WC&S' participation in special campaigns and charitable giving sites such as those through the Combined Federal Campaign (CFC), Charity Navigator, and Pittsburgh Gives
- Create and execute WC&S' employee giving campaign
- Assist with corporate grants and other grant proposals as assigned
- Table for and/or represent WC&S at community events on behalf of the Development Department and in coordination with the Marketing Communications Manager and other WC&S departments.
- This position requires being available Monday through Friday business hours, with evenings and weekends as needed; eligible for hybrid work environment once fully trained
- Perform other duties as assigned by supervisor



**Here's what we are looking for:**

- Bachelor's degree in Nonprofit Management, Communications, Marketing, or related field required (commensurate experience considered)
- Two (2) or more years of fundraising, development, and communications experience required
- Exceptional writing skills and the ability to adapt writing style to fit the audience and medium
- Experience with design software, specifically Canva or Adobe Creative Suite, preferred; if no experience, the strong desire to learn
- Detail-oriented, with excellent organizational and project management skills, including adhering to multiple deadlines at once
- Flexibility to adapt to changing demands and priorities in a high-paced environment
- Proficiency working with social media platforms, specifically Facebook, Instagram, and LinkedIn
- Comfortable with autonomy and working with a team
- Effective verbal, written, and interpersonal communication skills
- A demonstration of the understanding of abusive family dynamics, including intimate partner violence, cycle of abuse, power and control dynamics, cultural diversity issues and child abuse and neglect
- Ability to establish healthy boundaries, trust, respect, and rapport with others
- Ability to understand and adhere to strict confidentiality and safety procedures
- Strong command of general technology, including, but not limited to, Microsoft Office Suite is required
- Desire to work in an organization committed to diversity, equity, and inclusion as part of its values
- Act 33/34 and FBI Clearances required

**Typical Starting Salary:** \$40,000/year

**About the benefits.** WC&S offers a comprehensive and competitive benefits package, including generous paid time off; health, vision, and dental insurance; short-term and long-term disability coverage; group life insurance; retirement plan with employer matching; Flexible Spending Account; Employee Assistance Program; Headspace meditation and mindfulness app subscription; Access Perks membership; paid training and professional development opportunities; and is a Public Service [Student] Loan Forgiveness (PSLF) eligible employer.

WC&S is an equal opportunity employer and is committed to ensuring that both applicants and employees are treated without discrimination or harassment on the basis of race, color, religion, sex (including pregnancy, gender identity or gender expression, and sexual orientation), national origin, ancestry, place of birth, hairstyle, age, disability, using guide or support animals for a disability, genetic information (including family medical history), familial status, citizenship status, military service, or any other characteristic protected by law. We are committed to providing an inclusive and welcoming environment for all.

**TO APPLY:**

To ensure consideration for an interview, please send a resume and cover letter via email with the subject line **“Development & Communications Associate”** to [careers@wcpittsburgh.org](mailto:careers@wcpittsburgh.org).