



DEVELOPMENT ASSISTANT (part-time)

About the agency. Women's Center & Shelter of Greater Pittsburgh (WC&S) is a comprehensive domestic violence program serving individuals impacted by domestic violence and facilitating an intervention and education program to 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. In addition, the principles of the Sanctuary Model (a model for prioritizing victims' needs and promoting safety and recovery from adversity) and continuous improvement infuse all aspects of the organization.

About the role. As a part-time Development Assistant, you will contribute to much of the WC&S Development Department's fundraising efforts, with a strong focus on donor communications, volunteer management, and administrative support. Additionally, you will assist with special campaigns and events throughout the year. This role is onsite/in-person and based out of the main WC&S facility.

This role provides you with the opportunity to showcase your organizational, coordination, and interpersonal communication skills, and the ability to contribute to the organization's mission in a variety of ways. If you are comfortable remaining flexible in a high-paced environment and working with a team to meet ever-changing needs, we are eager to hear from you. WC&S will offer you an environment that provides endless opportunities to advance your knowledge and skills.

Here's what you will do:

- In coordination with the Development Manager and Volunteer & In-Kind Donation Coordinator, assist with coordinating volunteer project details, overseeing volunteers while onsite at WC&S, and recording data related to volunteer activities
- Regularly attend community meetings in the Emergency Shelter to assist with these efforts
- Table for and/or represent WC&S at community events on behalf of the Development Department and in coordination with other WC&S departments
- Work with Development Manager, Marketing Communications Manager, and Development Department on logistics and administration pertaining to special events and campaigns throughout the year; attend all Development Department events
- Attend and take minutes at Development & Event Committee meetings, assisting with follow-up items
- Provide administrative support for the Adopt-A-Family (AAF) program and responsibilities assigned by the Development Manager, including gift entry into Salesforce and creating customized AAF giving pages
- Assist with administrative departmental tasks as needed
- Assist with receiving in-kind donations
- Assist with sorting & organizing excess donations as needed
- This part-time position requires being available 20 hours per week (Mondays-Fridays), with a specific, consistent weekly schedule suited to candidate preference to the degree possible
- 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 preferred; previous experience working at a non-profit or commensurate combination of experience, training, and/or education considered
- Two (2) or more years of fundraising, development, and/or volunteer management experience required (commensurate experience considered)
- Exceptional verbal and written communication skills with the ability to adapt messaging for the audience and medium
- 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
- Comfortable with autonomy and working with a team
- A solution-oriented individual with a growth mindset
- 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, culturally specific 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; familiarity and understanding of information technology, including Salesforce and Teams strongly preferred
- Desire to work in an organization committed to accepting every individual's history and perspectives
- Act 33/34 and FBI Clearances required

Compensation: \$18.00/hour

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 Assistant" to careers@wcpittsburgh.org.