Women's Center & Shelter
of Greater Pittsburgh

DEVELOPMENT ASSOCIATE

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 Development Associate, you will contribute to much of the WC&S Development Department's fundraising efforts, with a strong focus on managing volunteers and in-kind donations, data entry, donor communication, 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 conjunction with the Development Manager, leads the coordination of volunteer project details, overseeing volunteers while onsite at WC&S, and recording and reporting data related to volunteer activities
- Serves as the primary contact for all in-kind donations including scheduling drop-off appointments, receiving donations, and distributing them to storage closets; recruits volunteers to assist with sorting & organizing donations as needed, as well as other agency needs
- Assists with managing donor information by entering and maintaining accurate records for some financial and all in-kind donations in the Salesforce database, including donations in the form of checks, online, credit card, United Way, additional employee giving portals, WC&S employee gifts, stocks, Facebook, ACH, bequests, etc.
- Works with Development Manager, Marketing Communications Manager, and Development Department on logistics and administration pertaining to special events and campaigns throughout the year; attends all Development Department events
- Provides administrative support for the Adopt-A-Family (AAF) campaign and responsibilities assigned by the Development Manager, including gift entry into Salesforce, creating customized AAF giving pages, and tasks associated with the holiday workshop when applicable
- Collects survivor, staff, volunteer, and donor stories and quotes for use in various media and assists with other communications-related tasks as assigned; regularly attends community meetings in the Emergency Shelter to assist with these efforts
- Assists with administrative departmental tasks as needed, including, but not limited to, attending and taking minutes at Development & Event Committee meetings

- Tables for and/or represents WC&S at community events on behalf of the Development Department and in coordination with other WC&S departments
- This full-time (40 hours/week) position requires being available Mondays through Fridays, 9:00a to 5:00p, mostly onsite, with evenings and weekends as needed; for volunteer oversight, this will likely include at least two weekly evenings onsite at the main WC&S offices
- Perform other duties as assigned by supervisor

Here's what we are looking for:

- Bachelor's degree in communications, marketing, nonprofit management or related field, or equivalent work experience
- At least two (2) years of relevant experience in fundraising/development preferred
- Experience in the nonprofit sector preferred
- 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
- This position requires frequent movement throughout the facility and the ability to regularly lift, carry, move, and transport materials, supplies, and equipment.
- 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

Typical Starting Salary: $40,000

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 Associate" to careers@wcspittsburgh.org.