

HAVEN WOMEN'S CENTER OF STANISLAUS - JOB DESCRIPTION

POSITION: Resource Manager

SUPERVISED BY: Executive Director

POSITION RESPONSIBILITIES:

Develop relationships between Haven and community individuals and organizations that can support Haven's work

- Determine ongoing client needs by program and find community resources to meet those needs
- Act as primary community / board contact for community awareness events such as Awareness month activities, Beyond Shelter Tours, and awareness / fundraising events that occur throughout the year
- Develop relationships with current and prospective donors at the \$1,000 and above giving level, ensuring they are engaged in supporting the organization.
- Consistently increase annual revenue in unrestricted donations by at least 10% (50% in first 18 months of employment)
- Coordinate fundraising requests from community
- Ensure that top donors and prospects are included in appropriate events and are recognized for their service and generosity
- Work with Executive Director, program managers, and Board to develop creative and personalized stewardship and cultivation plans for top donors

Develop and maintain effective communication through technology

- Oversee the creation, distribution, and website integration of agency newsletter, E-blasts, social media and other fundraising solicitation tools
- Serve as primary contact for updating agency website
- Maintain agency donor database

Increase agency visibility within community

- Conduct / Supervise community education presentations and information tables on topics of domestic abuse, sexual abuse, and agency services
- Conduct agency wide mandatory advocacy training, with targeted recruitment to increase volunteer core
- Serve as an organizational ambassador and represent Haven to donors, prospects, and volunteers
- Assist in representing Haven at community events
- Assist in supervision / retention of agency volunteers
- Provide client support in areas of program responsibility as needed
- Model effective Crisis Intervention and Safety Planning skills
- Record / document statistical data
- Other duties as assigned

QUALIFICATIONS and SKILLS REQUIRED AT ENTRY:

Must have ability to translate broad goals into achievable steps and follow through with implementation

Must have ability to establish strong and appropriate relationships with staff at all levels, board, volunteers, donors and the general community

Must have ability to maintain a flexible work schedule, including weekend and evening hours as needed

Must demonstrate a professional and positive image and attitude regarding Haven, its partnerships, and the non-profit sector

Must have ability to utilize Microsoft Office programs effectively

Must have effective verbal and written communication skills

Must have the ability to provide services to and work with diverse populations

Must have ability to work independently as well as cooperatively

Must have a valid driver's license and proof of insurance

CONDITIONS OF CONTINUED EMPLOYMENT:

Display understanding of program purpose and responsibilities within broader scope of agency work
Increase unrestricted funds to level required to support position and continue to meet established goals in unrestricted donations
Consistently perform at satisfactory levels in all program responsibilities listed above
Satisfactory background investigation
Completion of Haven Women's Center Advocate Training
Must develop / display effective crisis intervention skills
Must be willing to support Haven Women's Center philosophy, develop a feminist understanding of violence against women, and respond to inquiries from community on issues of domestic and sexual abuse based in that framework.
Must abide by personnel policies and procedures