

## Position Posting

### Giving and Events Manager



SafeHouse Center is a non-profit agency that provides support for those impacted by domestic violence or sexual assault, including emergency shelter for those in danger of being hurt or killed, counseling, legal advocacy, and support groups. The organization has developed goals to financially support the on-going operation of life saving programs and education/awareness community education programs. SafeHouse Center is seeking a fund development professional to join our development team.

Under the guidance of the Executive Director, the Giving and Events Manager will build, strategize, steward and sustain the agency's major gifts program and maintain current events. This position will also work with the Executive Director and the Gifts and Grants Manager toward accomplishing the various development goals for the organization as dictated by the board approved development plan. Potential exists for professional growth and promotion.

### Required Qualifications

- Three or more years of experience in frontline fundraising experience and/or relevant experience in sales and marketing, or other related fields.
- Three or more years of experience managing events up to 150 participants.
- Three or more years in a comprehensive development program.
- Experience in social justice field, preferably with women's or marginalized populations.

### Competencies and Attributes

- Ability to exercise a high degree of judgment and diplomacy as well as maintaining the highest integrity and ethics
- Strong interpersonal skills and comfort with philanthropic community and major donors
- Solid, persuasive verbal and written communications skills, including the ability to deliver inspiring and succinct presentations and conduct productive meetings
- Demonstrated ability to work independently, as well as, a proven record of working collaboratively and diplomatically with others
- Strong business acumen; decision making skills; creative thinker; ability to set priorities; process and project management skills
- Valid driver's license and vehicle
- Maintain confidentiality and work under deadlines

### Desired/Preferred Qualifications

- Baccalaureate degree from an accredited college or university.
- Certified Fund Raising Executive (CFRE) designation
- A passion for working with women's and social justice issues
- Experience working with a volunteer human services fundraising board

### Application Process

**Qualified candidates may submit a cover letter and resume with salary history to Barbara Niess-May, Executive Director: [barbaran@safehousecenter.org](mailto:barbaran@safehousecenter.org) by August 31, 2016. In the subject line please note: Application for Giving and Events Manager. No phone calls please. For further details, please review the attached opportunity profile.**



## Giving and Events Manager

### Opportunity Guide

[www.safehousecenter.org](http://www.safehousecenter.org)

### Mission

**SafeHouse Center** provides support for those impacted by domestic violence or sexual assault. SafeHouse provides free and confidential services for any person victimized that lives or works in Washtenaw County. Our services include emergency shelter for those in danger of being hurt or killed, counseling, legal advocacy, support groups, and especially, *hope*.

### Organization Overview

Located in Ann Arbor, Michigan, and serving Washtenaw County, SafeHouse Center has been providing services for those impacted by domestic violence or sexual assault since 1976. Providing services to over 5,000 survivors each year, SafeHouse Center enjoys a long history of delivering exemplary services to survivors of domestic violence and sexual assault, and is known for being in the forefront of efforts to create a violence-free society.

**Emergency Shelter** for survivors of domestic violence and their children. SafeHouse Center's facility includes 20 bedrooms/50 beds where families and individuals with unsafe living situations may stay for a period of time. Safe House Center provides three meals per day, toiletries, and other daily essentials such as diapers and laundry detergent. Advocates are assigned to each resident when they enter shelter to help with attaining goals, referrals to other agencies and services, and counseling. Shelter residents are also provided opportunities to attend support groups/special activities throughout their stay.

**Domestic Violence and Sexual Assault Emergency Response Services.** In 1987, SafeHouse Center established a first response team in order to provide support immediately following a domestic violence assault. Established in 1987, The Response Team (RT) at SafeHouse Center provides 24 hour a day, 365 days a year immediate response to survivors of domestic violence and/or sexual assault. All Washtenaw County law enforcement agencies contact RT after receiving a report of domestic violence and/or sexual assault. Local area hospitals also contact RT when a patient discloses that they have experienced domestic violence and/or a sexual assault. SafeHouse staff or volunteers then make contact with the survivor either in person or by phone to offer support and information and to help plan for their safety.

**Counseling for Domestic Violence and Sexual Assault Survivors.** Counseling provides survivors with a supportive environment for exploring their thoughts and feelings as well as emotional and practical support.

**Support Groups.** Free and confidential groups provide a safe environment for people experiencing domestic violence or sexual assault in their lives to build friendships, and receive support and healing.

**Legal Advocacy Services.** The **Legal Advocacy Program** provides assistance and support to survivors of domestic violence and sexual assault as they go through the criminal or civil legal system, including: matters involving criminal charges against the batterer; matters involving criminal charges against the survivor; obtaining and enforcing personal protection orders; pursuing divorce and child custody issues; landlord/tenant issues; and other matters.

### **Lasting partnerships**

SafeHouse Center's on-going partnership with business and community partners exemplify their commitment to generating and nurturing lasting relationships with donors, volunteers and the community alike.

Ann Arbor Quilt Guild: each year the Guild donates hundreds of quilt for residents in our shelter as well as hosting a fundraiser to support SafeHouse Center.

arborMotion: to-date, over \$30,000 has been raised through the "Change your Oil, Change a Life" program.

Zingerman's: for over 20 years, Zingerman's has donated food, space, professional training and financial support.

Volunteers: SafeHouse Center enjoys the support of over 150 trained volunteers providing over 19,000 hours of service annually.

### **Organizational Profile:**

Team Members: 35

SafeHouse Center (<http://www.safehousecenter.org>)

### **The Opportunity: Giving and Events Manager**

Under the guidance of the Executive Director, the Giving and Events Manager will be part of the development team (Executive Director and Gifts and Grants Manager) to sustain and grow the fundraising capacity of SafeHouse Center.

Reports to: Executive Director, SafeHouse Center

Supports: Executive Director, committee volunteers and individual Board Members as needed

### **Job Summary**

Part of the strategic implementation of diversified fundraising programs including the organization of Board and committee members, staff, some special events and donor programs, publications and

communications. Responsible for executing a strong annual giving strategy as well as multi-year major gift fundraising plan/strategy to ensure sustainable programming and operations.

### **Key Responsibilities**

#### **Major Giving Implementation (Quantified-- \$2,500 to \$100,000)**

- At SafeHouse Center, implements strategies to identify and secure new individual supporters, fully leverage existing donor relationships, increase multi-year Board commitments, and elevate annual fund commitments
- Motivate, manages, and develops high-performing groups volunteers
- Collaborates with the Executive Director, Board members, staff, and external stakeholders to achieve plan objectives and results
- Provide for the Executive Director prospects to identify, cultivate, steward and manage a portfolio of current and future donor prospects, including board and committee members and volunteers (including volunteer recruitment, training, retention and acknowledgment)
- As a small operation, be flexible in implementation of the development program.

#### **Annual Giving**

- With the development team, implement annual appeal strategy and tactics (i.e. direct mail campaign, targeted solicitation)
- Implement a sound in-kind giving program to obtain products and services that benefit SafeHouse Center's operations and growth

#### **Major and Planned Gifts**

- With the Executive Director, implement a strategy for the identification, qualification, and evaluation of major, principal, and planned gift prospects
- Identify, cultivate, and solicit major gift donors

#### **Donor Relations and Management**

- With development team, implement comprehensive, timely and innovative stewardship and recognition program, as well as appropriate annual fund, special gifts programs, donor recognition and events
- Coordinates and facilitates activities that will directly result in prospect identification, engagement, and successful solicitations, including advising the Executive Director and board members and volunteers, on the culture, expectations, and needs of development constituents

#### **Corporate and Foundation Giving**

- Implement strategies to identify and secure philanthropic partnerships with corporations and foundations that reflect their marketing and business needs and as well as community engagement goals
- With Executive Director support and oversight, develop and maintain current corporate and foundation donor relationships, managing appropriate frequency of outreach, communication and involvement

- Manage the identification and cultivation of new corporate and foundation partnerships and the grant proposal and reporting processes for these supporters

### **Fundraising Events**

- Lead the development team/committee to leverage existing and to plan and strategize new events that raise awareness and secure financial resources
- Directs, cultivates, stewards and manages the identification and recruitment of volunteer leadership for all fundraising related volunteer committees

### **Communications, Marketing, and Public Relations**

- Participate in the management of public relations, marketing and promotional efforts, including assisting in the development of collateral materials, promotional tools, media relations and advertising
- Work closely with the Executive Director to formulate strategy and approaches for managing the SafeHouse Center brand and respond to Board, volunteer, donor, and media requests
- Coordinate/manage the staff and information flow for special events, fundraising activities, and programs
- Participate in the development of communications and publications for external constituents

### **The Qualified Candidate**

SafeHouse Center seeks a strategically focused development professional. The successful candidate will have a proven experience with prior success with gift solicitation, event management and related activities. The selected candidate will be goal oriented, collaborative, and a strategic thinker. Potential exists for professional growth and promotion.

### **Specific requirements include:**

- Three or more years of experience in frontline fundraising experience and/or relevant experience in sales and marketing, or other related fields.
- Three or more years of experience managing events up to 150 participants.
- Three or more years in a comprehensive development program.
- Experience in social justice field, preferably with women's or marginalized populations.

### **Competencies and Attributes**

- Ability to exercise a high degree of judgment and diplomacy as well as maintaining the highest integrity and ethics
- Strong interpersonal skills and comfort with philanthropic community and major donors
- Solid, persuasive verbal and written communications skills, including the ability to deliver inspiring and succinct presentations and conduct productive meetings
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**Desired/Preferred Qualifications**

- Baccalaureate degree from an accredited college or university.
- Certified Fund Raising Executive (CFRE) designation
- A passion for working with women's and social justice issues
- Experience working with a volunteer human services fundraising board

This position offers a competitive salary with benefits. This position is based in Ann Arbor, Michigan.

**About the Ann Arbor, Michigan area**

Ann Arbor has been voted one of the nation's best cities in which to live! With a population of 114,000, Ann Arbor boasts low crime, abundant culture and increasing business opportunities.

Ann Arbor is home of the University of Michigan, Con-way, Google, and several other national and international companies. It is a hot spot for entrepreneurial activity and start-up business.

The Ann Arbor area is well renowned for its cultural offerings, summertime street fairs and festivals and dining experiences. The area also offers a bounty of recreational activities for those looking to golf, hike, or cycle, and three metroparks are within a short drive of the city center.

Additionally, the Ann Arbor area boasts top-ranked school systems, a growing economy and diverse housing options. Located a short distance from the Detroit Metro Airport, Ann Arbor provides quick access to travel options within and out of state.