



SAFEHOUSE PROGRESIVE ALLIANCE FOR NONVIOLENCE (SPAN)
DEVELOPMENT ASSISTANT
Part Time 20hrs/week

SPAN is a human rights organization committed to ending violence against adult, youth, and children through support, advocacy, education, and community organizing. SPAN is a multi-ethnic, anti-racist, inclusive organization dedicated to peace and non-violence for all individuals and families.

POSITION OVERVIEW: The SPAN part-time Development Assistant supports the Development Team in executing fundraising events, managing in-kind donations and database maintenance.

Duties include:

- Engage with local businesses, community organizations, faith-based groups, etc., to generate in-kind donations for SPAN's fundraising events, holiday gift drives for clients and general purposes.
- Provide logistical support for events as needed.
- Help maintain SPAN's donor contact database with routine and accurate data entry and research.
- Manage data entry of solicited auction items in Greater Giving database for annual fundraising gala.
- Supports an organizational environment based in respect, the utilization of ethical communication, and adherence to the organization's non-negotiable.
- Participates in staff meetings, team meetings and regular supervision with the Development Director.
- Other duties as assigned by the Development Director or Executive Director.

Qualifications:

- Bachelor's degree of equivalent required
- Excellent and persuasive written and oral communication skills
- Ability to manage multiple projects, meet deadlines, and prioritize among assignments
- Strong organizational skills and attention to detail
- Ability to work independently and as an effective team player
- Strong customer service orientation
- Available to work some evenings and weekends, as required
- Computer proficiency required, including Microsoft Office, Outlook, Salesforce or other CRM

Pay and Benefits: Salary is \$15.00/hour. Excellent benefits including subsidized health insurance, reduced-rate Eco-Pass, generous vacation time, and work in a dynamic and diverse setting. SPAN is an EEOA employer and strongly commitment to Affirmative Action.

How to Apply: Please send a **resume and cover letter** to SPAN Office Manager.

- Email: hr@safehousealliance.org Fax: 303-449-0169
- Mailing Address: SPAN Outreach Center, 835 North Street, Boulder, CO 80304

Resume Review Begins Immediately. No calls please.