



NORTH COUNTY RAPE CRISIS & CHILD PROTECTION CENTER

JOB ANNOUNCEMENT

POSITION: Donor Relations and Special Events Coordinator (based in Lompoc)

SALARY: DOE

HOURS: 30 hours per week

APPLICATION OPEN UNTIL FILLED: Please include **cover letter**, current resume, and **completed application**

SEND TO: NCRCCPC, Attn: Finance/HR Director to the address below.

JOB DUTIES:

1. Grow a major gifts program including identification, cultivation, and solicitation of major donors.
2. Direct the annual fund program, including mailings and annual fundraising drives.
3. Meet prospective donors and supporters on a continual basis to establish effective communications.
4. Plan and coordinate fund raising special events.
5. Oversee fundraising database and fundraising publications
6. Direct capital campaigns and other major fundraising drives.
7. Assist with 24-hour Hotline coverage.

QUALIFICATIONS:

1. Bachelor's degree and/or related experience preferred.
2. Bilingual Spanish-English fluency preferred.
3. Completion of volunteer/advocate training upon hire.
4. Ability to initiate, develop, and implement fund development related material.
5. Computer capability in Microsoft Office programs.
6. Demonstrated skill in oral and written communication.
7. Organizational and time management skills.
8. Knowledge of and sensitivity to issues regarding sexual assault and child abuse.
9. Demonstrated ability to diversity issues involved in working in a multicultural community.
10. Flexibility regarding work hours; available to assist with 24-hour hotline coverage.
11. Valid driver's license, current auto insurance, reliable transportation and telephone required.

(The above is a brief outline of the main job duties and is not the actual job description.)

The North County Rape Crisis and Child Protection Center is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, ancestry, national origin, age, sex (including pregnancy, childbirth or related medical conditions), marital status, sexual orientation (heterosexuality, homosexuality and bisexuality), medical condition (cancer and genetic characteristics), or disability (medical and physical, including HIV and AIDS), and denial of family medical care leave and pregnancy leave. This policy applies to staff, volunteers, and clients.

P.O. Box 148, Lompoc, CA 93438

LOMPOC OFFICE: (805) 736-8535 ♥ SANTA MARIA OFFICE: (805) 922-2994
24-HOUR HOTLINE: (805) 736-7273 ♥ office@nrcrccpc.org