

Associate Director of Development

We are looking for a compassionate, dedicated, team-oriented professional to lead our community engagement efforts, working as an integral member of our 5-person development team.

At Prudence Crandall Center, we are fortunate to have a passionate, dedicated and engaged community. Our Associate Director of Development deepens those relationships as the Team Leader of our community engagement efforts, including organizing and executing inspiring, mission-focused events, leading tours and other meaningful engagement activities, and working collaboratively on cross-channel communication strategies to demonstrate the impact of our services and motivate others to partner in our work.

At Prudence Crandall Center, we strive to create a supportive, collaborative and flexible work place where a diverse mix of talented people want to come, stay and do their best work. We pride ourselves on helping individuals achieve lives free of domestic violence and we know our agency runs on the hard work and dedication of our passionate and creative employees.

To apply, please include both a resume and a cover letter highlighting your qualifications and fit for the position. As our Associate Director of Development, your primary responsibilities include:

Community Engagement & Events Lead

- With team support, leads the planning, promotion & execution of mission-based awareness-raising, engagement and fundraising events (live and virtual)
- Manages and supports our Ambassador program
- Leads our Community Engagement committee (comprised of board members and volunteers)
- Working with our Development Manager/Communications Lead, plans and prepares event collateral including invitations, program books, posters, social media posts, etc.
- Stewards and solicits sponsors for agency's single, annual fundraising event, our mission-focused Celebrating Hope breakfast
- Assists Chief Development Officer in preparing annual budgets, board reports, client testimonial video, and the fostering of a team environment that promotes mutual respect, creativity, collaboration & continual learning

Communications Team Member

- Working in collaboration with the team, assists in the design & content of cross-channel communications including e-blasts, annual print newsletter & holiday appeal
- Provides community presentations and networks on behalf of organization

Qualifications

Excellent relationship-building, written, and verbal communications skills required. The desire to fully support the team, deepen our impact, and inspire passion for the mission is essential.

Bachelor's degree required. Minimum of 3 to 5 years of experience in fundraising, non-profit development and communications, together with demonstrated project management, event coordination, and team leadership skills. Must have excellent people skills, enjoy interacting with the public, and be a detail-oriented, organized, flexible, and collaborative self-starter, capable of managing competing priorities (with full team support, always!) while maintaining focus and grace.

Prefer proficiency in MS Office, CRM/donor databases, and experience with Constant Contact, Canva, and/or other design/publishing software/platforms as well as with Google Suite, Zoom, Eventbrite, and/or similar event-related platforms. Local travel necessary, reliable transportation required.

Prudence Crandall Center is an equal opportunity, affirmative action employer.

Job Type: Full-time, hybrid

Pay: \$55,000.00 - \$70,000.00 per year depending on experience, plus sign-on bonus

[Click here to apply.](#)