

## SAFENET SERVICES, INC.

### **POSITION: DEVELOPMENT SPECIALIST**

The Development Specialist is responsible for increasing Safenet Services' annual contributions through three major fundraising events, planned giving, and general resource development.

### **SUPERVISOR:** Development Director

The Executive Committee of the Safenet Services Board shall handle any unresolved complaints of the staff that have been previously addressed with the Executive Director.

### **RESPONSIBILITIES:**

1. To gain a working knowledge of all Safenet Services programs: Crisis Line, Shelter, Advocacy and Counseling Programs, Supervised Visitation and Exchanges, Parenting Classes, Empowerment Program, CHANGES: Batterers Intervention Program, Protective Order Office, Second Impressions Resale Boutique & Outlet and Voucher System.
2. Manage website, social media, and public messaging for the agency.
3. Lead, design, and implement donor development programs, including cultivation, solicitation, and stewardship; direct mail and online appeals; and inspiring, high-performing fundraising and cultivation events, which may include an annual campaign with a corporate partner, house parties, and workplace giving.
4. Lead and grow major aspects of our current fundraising successes and awareness activities, including marketing, sponsorships, and peer-to-peer fundraising.
5. Prepare, implement, and monitor an annual development plan in conjunction with Development Director, Executive Director, and the Development Committee of the Board of Directors.
6. Support the Board of Directors, staff, constituents, and community members to participate in a culture of philanthropy and ensure coordination of fundraising roles.
7. Maintain accurate records and prepare monthly and annual reports.
8. Attend workshops and conferences at the request of the agency.
9. Keep the Development Director informed on a regular basis of needs and successes.
10. Other duties as assigned.

**EVALUATION:** The Development Director will be responsible for conducting annual evaluations.

**QUALIFICATIONS:** Bachelor's degree in marketing, business administration, or other related areas

### **SKILLS:**

- Excellent team leadership, management, and coordination
- Exceptional attention to detail and organizational skills
- Ability to communicate thoughts clearly, both orally and in written form
- Must exercise discretion and maintain confidentiality
- Receptive to constructive feedback
- Proficient in Microsoft office, Wordpress, Mailchimp, Canva
- Commitment to the mission of Safenet Services

**SALARY:** \$35,000 - \$40,000.00 per year

**LOCATION AND HOURS:** Claremore, OK; Typically Monday – Friday, 9AM – 5PM, excepting after-hours events and meetings as required.

### **BENEFITS:**

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off