

Position: Development Specialist
Reports to: Director – Events & Annual Fund

Mission Statement:

Cleveland Rape Crisis Center supports survivors of rape and sexual abuse, promotes healing and prevention and advocates for social change.

Position Summary:

This Development Specialist will work as a team affiliate to secure operating and program-related support for CRCC.

Principal Duties & Responsibilities:

- Gift Processing
- Data Entry
- Special Events
- Project Support
- Administrative Support

Qualifications:

Professional must be goal oriented, a self-starter, deadline conscious, highly organized and able to work independently. Bachelor's degree required. Final candidate will have working knowledge of development databases/fundraising software.

Additional qualifications include:

- Excellent communication skills; written and oral
- The ability to multi-task and organize for maximum efficiency
- A high degree of organization and attention to details
- Professionalism
- Competency in Microsoft Office
- A sense of humor

Hours of Work: This is a full-time (40 hours a week) position. CRCC offers a flexible schedule for the purposes of meeting the responsibilities of the position. Occasional evening and weekend hours required.

Salary: Commensurate with experience. Excellent benefits and work environment.

How to Apply: Qualified candidates may submit a cover letter & resume at our [online job application form](#).



No phone calls please.

Cleveland Rape Crisis Center is dedicated to building a culturally diverse and pluralistic staff committed to teaching and working in a multicultural environment. Qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.



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