

Position: Development Specialist
Reports to: Director – Events & Annual Fund
Supervises: Interns & Consultants, as needed

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:

- **Database Management** - Ensure data quality; provide regular maintenance; write queries and prepare reports, analyze data; enhance systems, operationalize processes & develop management tools; plan, organize and execute training opportunities for employees; troubleshoot issues.
- **Gift Processing** - Enter data in CRM-style database; maintain suite of acknowledgements, generate tax letters and invoices; produce weekly gift report; participate in reconciliation processes.
- **Special Events** – Generate collateral materials; produce and organize chorale resources; work with a variety of external vendors; manage lists; support systems and processes; coordinate event set-up and tear down; offer customer service; provide cross-departmental support when needed.
- **Project Management** – Enhance community-based fundraising programs: cell phone recycling, dine for a cause, online, goods & services; develop prospect management program; other duties as assigned.
- **Administrative Support** – Coordinate internal and external meeting logistics, record minutes and track action items; draft correspondence; maintain files and documents; assist with scheduling; answer phone, other duties as assigned by CEO or CEO.

Qualifications:

Professional must be goal oriented, a self-starter, deadline conscious, highly organized and able to work independently. Final candidate will have 1-3 years demonstrated experience (professional and/or strong internships) and a working knowledge of development databases/fundraising software. Bachelor's degree required.



Additional qualifications include:

- Ability to anticipate needs of others
- 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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