



# safe passage

WE'RE HIRING FOR CHANGE!

## Development Coordinator Part-time @ 25 hours/week \$23/hour

Do you enjoy working with databases? Are you adept at visualizing data and preparing reports for a variety of stakeholders? Are you familiar with Salesforce or similar platforms?

Bring your superb data management skills to the work of collecting, recording, reconciling, and reporting data in support of Safe Passage's development efforts including donor stewardship and the iconic Hot Chocolate Run. Working primarily from SP's administrative office in Northampton, the Coordinator will:

- Perform all aspects of donor-specific data management including entry, basic analysis, reconciliation, maintenance, and reporting.
- Create processes and forms for collecting and importing data.
- Using Salesforce, generate reports.
- Prepare queries, exports and merges for appeals and mailings.
- Ensure accurate, engaging, and timely donor acknowledgements while enhancing process workflows.
- Work closely with the Finance team to process and document donations.
- Provide operational and administrative support to the Development team.
- Assist efforts to assess Safe Passage's donor stewardship strategies.
- Perform other duties as requested.

## Apply

Send a cover letter and resume to [spjobs@safepass.org](mailto:spjobs@safepass.org) with the subject line "Development Coordinator."

For more information, visit [www.safepass.org/careers](http://www.safepass.org/careers)

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**WE ARE ON A  
MISSION TO CREATE  
A WORLD FREE OF  
DOMESTIC VIOLENCE  
AND RELATIONSHIP  
ABUSE**

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## Values

Provide better wages, solid benefits, and incentives for longevity;

Welcome new ideas;

Cherish diversity and practice cultural humility;

Support survivors, engage communities, and advocate for systemic change.

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