



Development Assistant

Reports to: Director of Development

Department: Development

Description of role: Development Assistants provide support in the Development department by aiding in the acknowledgement of donors, organization of supplies, and other projects as needed.

Primary Responsibilities:

- Assist in the efforts to recognize and thank donors for their support of Safe Passage with phone calls, written notes, etc.
- Provide support in the organization of supplies for Development events and appeals.
- Provide administrative support to the Director of Development, as needed.

Secondary Responsibilities:

- Complete initial and ongoing training for the role.
- Attend ongoing supervisions with the Director of Development.
- Log training and/or volunteer hours weekly (or as needed) in the volunteer database.

Skills/Qualifications Needed:

- Strong written and/or verbal communication skills
- Access to a computer with reliable internet access
- Ability to work collaboratively with others and independently

Training:

- Safe Passage Ambassador Volunteer training (6 hrs)

Time commitment:

Development Assistants contribute time on a task/project-based schedule. Deadlines are set per the mutual agreement of the volunteer and the Director of Development and may be subject to change. This role is primarily completed on-site at the Safe Passage office.

About Safe Passage

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of intimate partner violence. Safe Passage provides services to address survivors' holistic

needs for recovery and physical safety. Services include emergency shelter, trauma-informed counseling and support groups for survivors, families and children, community education, and individual and policy advocacy.

Our Mission: Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse. We support survivors and their families. We engage our community. We advocate for systemic change.

Learn more at www.safepass.org.