

SafePath Children's Advocacy Center, Inc.



Position Title: Fund Development and Special Events Coordinator

Department: Administration

Immediate Supervisor: Chief Executive Officer

Overall Objective:

Responsible for coordinating all aspects of fund development. Collaborates with the Chief Executive Officer and the Community Resource Coordinator. Works with board members and volunteers involved in fundraising and public relations.

Duties and Responsibilities to include, but not limited to:

Fund Development

- Create and implement a fund development plan for each fiscal year, including all financial campaigns, grants, and special events
- Participate in the annual budget planning process for the purpose of identifying resources to meet both individual program and overall organization needs
- Collaborate with the CEO and Board of Directors to ensure the budget is being met and funds are being raised effectively and efficiently
- Submit monthly reports on all fundraising activities to the CEO.

Special Events:

- Recruits and supervises individual event committees
- Develops and maintains budgets for each event
- Identifies funding sources/sponsors and secures financial backing for the events
- Maintains and improves current special events
- Develops new special events
- Serves as contact for businesses/groups planning fundraisers to benefit the organization
- With the CEO, ensures that outside events are appropriate for the organization's mission
- Submits a monthly report for the CEO.

Public Relations:

- With the CEO and Community Resource Coordinator, develops and implements an annual special events plan for the organization
- When appropriate, initiates media coverage of SafePath's events and activities
- Cultivates relationships with the media
- With Community Resource Coordinator, Trains volunteers involved in fund-raising activities

Education and Experience Requirements:

- Bachelor's degree minimum. 2 years' experience of proven success and leadership in development in a mid to larger size nonprofit with a reputation for excellence.

Accountability:

All positions are under the general supervision of the Chief Executive Officer.

HOW TO APPLY

Interested applicants should submit a cover letter and resume to info@safepath.org

Those candidates meeting the minimum requirements and selected for an interview will be contacted. No phone calls please. This is an onsite position in Marietta, Ga- hours 8am-5pm Monday-Friday.

October 2023