

PRUDENCE CRANDALL CENTER

Empowering Healing & Hope since 1973

Job Posting: Development Administrator, Part-Time

About Prudence Crandall Center:

- Established in 1973, we are the **oldest domestic violence program in Connecticut** and one of the first nationwide, and our **emergency shelter is one of the largest** in our state.
- Today, we are **one of only a few agencies in the nation** offering the continuum of shelter, housing and support services needed to meet the complex needs of domestic violence survivors and their children, helping them move forward to safe, self-sufficient lives, free of violence.
- Our **40+ staff members** experience a **work environment** that encourages healthy work/life balance, offers flexibility, and fosters team spirit, professional development, and creativity.
- Focused on our mission, we seek to **inspire others** who share the same passion for our cause. We are **committed to addressing and enhancing diversity, equity, and inclusion** across our services, staff, and board. We are poised for continued success and excited about our future.
- **The impact we are having** in the lives of our clients and their children is **inspirational** and provides the motivation we need to continue our work to end domestic violence.

About the position:

This is a permanent, part-time, non-exempt position, 8-10 hours per week, ideally flexible to work additional hours during high volume times of the year.

The Development Administrator provides support for the fund-raising and awareness-raising efforts of the agency and is an integral member of our Development team. At Prudence Crandall Center, we are fortunate to have a passionate, engaged and caring community. The Development Administrator helps steward those relationships through accurate and timely donor acknowledgements and critical record-keeping, vital to the financial well-being of the agency and its services.

This position reports to the Director of Development. Must embrace working independently and as part of a dynamic, collaborative team. Passion for the mission of the organization is essential.

Interested applicants must submit a resume and brief cover letter.

Primary Responsibilities:

- Provides administrative support, including document production, for all aspects of the agency's multi-faceted development, community engagement, and fund-raising efforts

- With oversight and support from the Development Manager/Communications, the Development Administrator maintains the agency's donor database system, including accurate and timely data/gift entry, reconciliation with our finance department, tracking of pledges and pledge payments, and production of reports and donor acknowledgement letters
- Responsible for organization, maintenance, and accuracy of both hard copy and electronic files and database
- Produces other department collateral, assists with tasks related to event planning and donor relations, and other administrative tasks as requested

Key Competencies:

- Compassionate, dedicated, team-oriented professional
- Superior organizational skills and attention to detail
- Strong clerical and basic mathematics skills and knowledge of office procedures and record-keeping systems
- Ability to prioritize and maintain focus in fast-paced environment
- Enjoys working independently and as part of a team
- Strong oral and written communication skills
- Integrity in dealing with confidential information
- Ability to maintain professional, customer-service oriented demeanor at all times
- Physical demands: occasionally moves items weighing up to 25 pounds from one place to another (e.g. from a car to a cart, from a table to a cart)

Qualifications:

- 2-3 years' experience in data base and administrative work, including document productions, data entry and reports; non-profit development experience preferred
- Requires proficiency in MS Office and competency with Blackbaud/eTapestry or similar donor database system

Prudence Crandall Center, Inc. is an equal opportunity employer. All employment is at will and no employment contract shall be construed from any action, document, or statement of the employer.

To apply for this position, please send your resume & cover letter to Carolyn Jasper at cjasper@prudencecrandall.org