

# PRUDENCE CRANDALL CENTER

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*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.