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**Job Title:** Office and Development Coordinator

**Status:** Full-time (35 hours per week) Monday through Friday, 8:00 AM - 3:00 PM or

9:00 AM - 4:00 PM, with occasional evening and weekend hours.

**Classification:** Non-exempt

**Compensation:** $24-26/hour, plus benefits (PTO, health, dental, vision, life insurance, IRA, & self-care funds)

**To apply:** Please send a cover letter and resume to [lindsey@vpcmn.org](mailto:lindsey@vpcmn.org)

**Organization Overview**

The VPC is a small nonprofit (501(c)(3)) that provides domestic violence, sexual assault, and human trafficking advocacy services to Cook County, Minnesota.

The mission of the Violence Prevention Center is to foster a community which cultivates healthy relationships, empowers systems to serve individuals with equity and compassion, and does not tolerate violence. We serve all who have been affected by or subjected to domestic violence, sexual assault, and human trafficking.

**Position Overview**

The Violence Prevention Center (VPC) is seeking a well-organized, creative, and dedicated individual eager to contribute positively to the community and support the VPC mission. The Office and Development Coordinator strengthens and expands financial support for the organization while performing essential office administrative functions. This role is instrumental in securing funds to support the VPC's mission and ensuring office operations run efficiently to maintain high productivity within the organization.

The Office and Development Coordinator works closely with the VPC Director and the Board Development Committee to meet funding goals through donations, sponsorships, and fundraising initiatives, including donor interactions, fundraising campaigns, and special events. This position is responsible for monthly and annual fundraising performance metrics, including setting and achieving fundraising goals and conducting a minimum number of calls and face-to-face visits with potential donors. Additionally, the coordinator performs various clerical duties to support the organization's operations.

Although this position does not regularly provide direct client assistance to victims of violence, it does involve answering the phones and interacting with clients from time to time. This requires maintaining professional boundaries by keeping client relationships professional, staying calm in crises through active listening and de-escalation techniques, and ensuring confidentiality by adhering to organizational policies and securely handling client information. Additionally, staff must maintain organization and client confidentiality while navigating dual relationships in a small-town setting, ensuring ethical and professional interactions within the community.

**Essential Responsibilities**

*Development Duties*

* Collaborate with the VPC Director and Board Development Committee to achieve the following fundraising goals:
  + Create, plan, and implement fundraising programs that support the ongoing operating budget, including individual donor engagement, fundraising events, letter-writing campaigns, and partnerships with supporter groups.
  + Assist in developing and managing a donor tracking system.
  + Conduct donor outreach through front-line visits and phone calls.
  + Develop and implement strategies to increase annual financial support.
  + Produce regular reports on fundraising activity and performance metrics.
  + Engage professionally with donors regarding gift planning mechanisms.

*Office Duties*

* Maintain organizational efficiency by managing office filing systems, supporting office personnel, and handling clerical duties, including answering and forwarding phone calls and emails.
* Update the website and social media platforms with relevant content.
* Conduct local business errands as needed.
* Assist with financial organization and record-keeping.
* Manage office logistics, including ordering supplies and ensuring the cleanliness and organization of shared office spaces.
* Oversee and manage the VPC Library program.
* Ensure phone lines are staffed during regular business hours.

*Other Duties*

* Contribute to achieving the VPC mission, vision, and strategic goals.
* Work occasionally flexible hours, including occasional evenings and weekends, as assigned by the Director.
* Participate in board meetings, continuing education, and professional training as needed.
* Perform additional duties as assigned by the Director.

**Education, Experience, and Skills Required**

* High School Diploma/GED.
* Ability to adhere to VPC policies, guidelines, core competencies, and job duties.
* Demonstrates professionalism in the workplace and maintains appropriate boundaries and confidentiality.
* Proficiency in general computer skills, including email, Microsoft Office, and Google Suite.
* Excellent professional written and interpersonal communication skills.
* Possesses strong organizational skills, attention to detail, managing multiple tasks effectively, and working independently.
* Experience working collaboratively in a small team environment.
* Ability to foster positive relationships with VPC staff, volunteers, clients, donors, partners, and stakeholders.
* Experience in fundraising, event planning, and implementation.
* Experience in office administration.
* Awareness and understanding of issues related to sexual assault, domestic violence, and human trafficking, with a commitment to the VPC mission to end all forms of violence.
* Experience working with diverse communities, including individuals from different ethnic, economic, and social backgrounds, as well as varying gender identities and sexual orientations.

**Core Competencies Required:**

*Integrity and Trust:* Is seen as trustworthy by others; practices direct honest and transparent communication; keeps confidences; admits mistakes; responds to situations with constancy and reliability.

*Self-Differentiation and Ethics:* Demonstrates appropriate personal and professional boundaries in relationships; is emotionally mature; maintains a strong personal support system.

*Team Orientation:* Demonstrates interest, skill, and success in team environments; promotes group goals ahead of personal agendas.

*Conflict Resolution:* Able to maintain professional decorum in conflict situations, while recognizing different perspectives, needs, and values of others. Manages stress while remaining alert and calm. Engages in open exploration of conflict, encouraging direct and respectful exploration of differences.