Development Associate

Employer: DAIS (Domestic Abuse Intervention Services)

DAIS is the leading provider of domestic violence intervention and prevention services in Dane County. Founded in 1977, DAIS has grown from its humble beginnings of five volunteers working out of a church basement, to an organization of more than 24 full-time staff, numerous part-time staff, and over 130 volunteers providing comprehensive programming to thousands of Dane County residents each year. The organization is on the cusp of substantial growth in programming and the required staff and volunteer corps to support that programming. Additionally, the organization is in the midst of building a new facility slated to open in summer of 2014.

We are currently seeking a professional to join our staff as the Development Associate. The successful candidate will have a minimum of one year of development/fundraising experience and experience in database management. The successful candidate will also have a proven track record of excellent organizational and administrative skills and be able to manage and improve the functions of the growing donor database. This is a great opportunity for a highly motivated professional to participate in creating the next phase of success for a rapidly growing, strong non-profit organization.

Bilingual candidates and individuals of color are encouraged to apply.

Benefits include access to purchase full medical and dental coverage, life, short-term and long-term disability insurance, and generous leave time.

To apply:

A complete application, resume and cover letter are required to be considered for this position. You may obtain an application at http://abuseintervention.org/get-involved/jobs/ . Resumes only in lieu of an application will NOT be considered.

First review of applications will begin on February 10, 2014. Applications will be accepted until the position is filled.

DAIS is an equal opportunity employer.

Download:
Development Associate Job Description 2014.pdf
Deadline for applications: First review of applications will begin on February 10, 2014.
Go live:
January 30, 2014
Contact: Sherry Severson (608) 251-1237 ext. 301

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http://www.endabusewi.org/content/resources/jobs/development-associate