

**Center for Domestic Peace**  
**Job Description**

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**Job Title:** Development and Social Media Associate  
**Hours:** Full time - 40 hours a week, some evenings and weekends  
**Compensation:** \$50,000/year  
**Benefits:** Yes, Vacation, medical/dental package plus retirement benefits  
**Union:** No  
**DATE of HIRE:** Immediate

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\*Applicants not meeting minimum requirements may be considered with a per annum reduction of \$2,500 - \$5,000 for up to six months while receiving job training.

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**CENTER FOR DOMESTIC PEACE** is a non-profit organization, in existence now for 41 years, working at the county, state, and national level to end domestic violence. Center for Domestic Peace (C4DP) serves women, men, and youth who have been, and/or who are at risk of being, abused and or battered, or who have perpetrated, and/or who are at risk of perpetrating, abuse, bullying, and or battering. C4DP's programs helping children, teens, women, and men to live violence-free lives include: 24-hour hotlines; emergency shelters; transitional housing; support groups; legal advocacy; school programs; community prevention and education projects; professional continuing education programs; corporate, state, and nation-wide trainings; leadership development programs; and resource identification.

**SUMMARY**

We are looking for a dynamic and creative individual to continue to assist with the operations of the day to day function of the Development and Community Relations Department. As part of this function, we seek to enhance the capacity of the organization to engage strategically on social media, deepen our relationships with donors, elevate our brand through creative and compelling marketing materials, and better tracking our fundraising and community relation efforts. Overall, C4DP seeks a greater presence in our community and on social media to promote greater engagement and action in support of the organization, and toward ending domestic violence/violence against women.

Under the direct supervision of the Development and Community Relations Officer, the Development and Social Media Associate will play a key role in defining social media priorities, message development and testing, as well as owning the social media presence for C4DP events, trainings, hiring, and public relations. This person will also be responsible for donor data base tracking/correspondence and help to create marketing materials, graphic design tasks, blog postings, website updates, newsletter articles, fundraising campaigns and events, and donor relation tasks as assigned.

**PRIMARY JOB RESPONSIBILITIES**

1. Administrative
  - a. Database Management; tracking donations, with a focus on date integrity and reporting;
  - b. Website Management: assist with updates, blogs, events, page creation in Wordpress;
  - c. Communications: with donors, volunteers, staff;
  - d. Donations: in-kind, cash, holiday, groups, events, etc. ;
    - i. Creating and managing thank you letters and process;
    - ii. Asking for donations from the community;
  - e. Events: Assist with small and large fundraising and volunteer events: planning, implementation and follow-up;
  - f. Grant Prospecting: as assigned.
2. Creative Visual Design
  - a. Graphic design: help with flyers, posters, media, promotional and educational materials;
  - b. Video/photography: as needed to expand our current capacity;
  - c. Writing – create and refine content messages for special populations, which may include, youth, Spanish speakers, men, survivors, abusers, etc.;

- i. Outlets include newsletters, direct mail, brochures, social media, appeals, etc.
3. Social Media
    - a. Assist with execution of organization's social media goals and strategies;
    - b. Maintain systems and habits, supported by tools, to manage and maintain social media presence;
    - c. Conduct ongoing social media listening activities to monitor the activities and conversations of other relevant organizations;
    - d. Conduct experiments on social media channels to determine the organizations priorities for expanded presence;
    - e. Define appropriate participation in online conversations for the organization and carry out that participation;
    - f. Based on benchmarks and data, refine/adjust objectives, strategies and tactics on a regular basis;
    - g. Network with other social media specialists in domestic violence nonprofits to share experiences and gain insights;
    - h. Participate in regular skill building training about social media along with other staff to maintain agency skills and capacity.

## **REQUIREMENTS**

1. BA Degree in Marketing or relevant field;
2. 2-4 years' experience as a development coordinator/associate, media manager, social media specialist, or equivalent in community-based organization;
3. Proven capacity to use and manage a database and its integrity. DonorPro/ SalsaCRM a plus;
4. 2 years administrative oversight for special events;
5. Demonstrable social networking experience and social analytics tools knowledge;
6. Fluent and up-to-date with the latest digital technologies and social media trends;
7. Excellent storytelling, copywriting and editing skills;
8. Outstanding interpersonal and written communication skills, with essential critical analysis skills;
9. Graphic design knowledge and experience;
10. Cultural, linguistic, and age sensitivity as it relates to social media outlets and messaging;
11. Demonstrated in-depth knowledge of, and alignment with, the Battered Women's Justice Movement perspectives on batterers, abused and at-risk victims, youth, and children, and progressive movements to end violence;
12. Understanding of C4DP's feminist analysis of domestic violence;
13. Resourcefulness, flexibility, self-motivation, and ability to inspire enthusiasm and participation;
14. Computer skills: comfortable with Microsoft Office 2010 suite with ability to learn new software, as needed;
15. Knowledge of Wordpress is a plus;
16. Ability to accommodate occasional evening and weekend meetings/special events;
17. Valid driver's license and auto insurance with liability minimum of \$100k (per person)/\$300k per occurrence), and access to a car during working hours;
18. Flexible work schedule.

## **CENTER FOR DOMESTIC PEACE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion and training.

**To apply: Please email resume and cover letter to:**

Development and Community Relations Officer

[mhedlund@c4dp.org](mailto:mhedlund@c4dp.org)

No phone calls please