

Event Planner/Development Assistant position (fulltime) is open at the **Domestic Violence Resource Center of South County**. DVRCSC provides a wide range of services to victims of domestic violence. This position supports fund development activities with the following responsibilities:

- Provides leadership in event implementation and development, including, visioning event details, organizing all aspects of internal activities, interacting and setting expectations with vendors, soliciting donors (monetary, in-kind services and items) and working through 'day of' details to ensure the success of well-developed turnkey events.
- Updates donor information in the Agency's internal software application. In this capacity, inputs data as it is received or changed, manages and produces lists for use by Development and Executive Director for donor solicitation and expansion, writes acknowledgement letters/notes to event participants and agency donors.

Qualifications:

- Ability to multi-task and work in a busy environment
- Ability to communicate well through written and verbal communication.
- Proven ability to pay attention to detail and follow up.
- Well-developed organizational and time management skills with ability to multi-task on a regular basis.
- Proficiency in Microsoft Suite products, especially Word and Excel.

Salary \$43,700 – 47,850, depending on experience. Benefits include healthcare, dental, LTD, SIMPLE IRA, vacation, sick time, personal days and 12 paid holidays.

Applicants may apply to this equal opportunity employer by sending resumes to:
Kristen Meuse, Development Director at kmeuse@dvrsc.org.