



ChildSafe®

## Development Coordinator

**Status:** Full-Time Exempt

**Reports to:** Chief Advancement Officer

**Mission:** Established in 1992, ChildSafe is a nonprofit organization created to combat child sexual abuse in our community. Serving as Bexar County's only Children's Advocacy Center (CAC), we provide a continuum of care – including crisis management, case management, counseling and victim services – to child abuse survivors and their non-offending family members. In 2012, ChildSafe expanded its services to reach all child victims of abuse and neglect.

The goals of the agency and its multidisciplinary partners include the following: a recorded forensic interview; ensure the coordination of appropriate and thorough investigation and prosecution of sexual and physical abuse and neglect cases with public and private agencies; provide crisis intervention and on-going counseling; provide public education and professional training; and advocate for the child and family during the investigative process.

### Responsibilities:

#### Database activities

- Enter all donations in fundraising database in a timely fashion as per department policies
- Appropriately code all donations to be able to properly segment data and run reports
- Create and mail acknowledgement letters to donors and volunteers
- Promptly update donor and contact information as needed
- Monitor fundraising database for duplicates
- Conduct monthly reconciliation of all operational and capital donations with Finance Dept.
- Properly manage financial information such as credit cards
- Keep sensitive donor and personal information secure and only accessible by the right people
- Prepare documentation and support needed for the yearly audit
- Manage/schedule United Way speaker requests

#### Volunteer & Other

- Process all volunteer applications
- Maintain volunteer time log

- Maintain multipurpose room space contracts set up by the team
- Conduct other duties as assigned

### **Education/Skills/Training**

- One year of database management experience or proficiency (desired)
- Skilled proofreader
- Strong time management skills
- Associate degree or two-year degree required
- Computer literate with good knowledge of Microsoft Office Suite
- Previous nonprofit work experience (desired)

### **Working Conditions/Physical Demands:**

- General and open office environment
- Must be able to remain in a stationary position 50% of the time
- Needs to move about the office to access cabinets, files, office machinery including computers, copiers and printers
- Operates a computer and other office productivity machinery (e.g.: copiers and printers)
- Will seldom ascend/descend ladder to retrieve client files
- May occasionally lift supplies and support materials weighing up to 30 pounds
- Job requires a minimum of 40 hours weekly; some evening and weekend hours required based on the fundraising needs and events of the organization

**Current Work Schedule:** Monday-Thursday 8:00 a.m.-5:00 p.m. and Friday 8am-4pm; some irregular hours and weekends will be required.

ChildSafe is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation in accordance with federal and state law.

### **To Apply**

Qualified candidates will email a resume to Amber L. Cottrell, Chief Human Resources Officer at [AmberC@ChildSafe-sa.org](mailto:AmberC@ChildSafe-sa.org).