



Family Violence Law Center (FVLC) seeks to end family violence in Alameda County by providing legal, counseling, and support for survivors of domestic violence, conducting prevention education to change individual and community perceptions about relationship abuse, and advocating for change within the legal, health, education, and criminal justice systems.

POSITION: Development Manager

POSITION DESCRIPTION: Under the direction of the Associate Executive Director, the Development Manager supports all agency fundraising in order to maintain and expand a \$2 million budget. Specifically, the Development Manager is responsible for maintaining all government and foundation renewal grants, coordinating special events, and developing agency communication and marketing materials.

MINIMUM REQUIREMENTS:

- √ Three years full-time related work in fundraising and grant writing.
- √ Proven record of acquiring and maintaining government grants, from the federal to local levels.
- √ Knowledge of requirements for foundation funding.
- √ Ability to maintain relationships with program officers.
- √ Excellent organizational and time management skills.
- √ Excellent oral and written communications skills.
- √ Proficient in a PC environment, with experience using Word, Excel, Access, and Internet Explorer.
- √ Ability to relate well with people from diverse socio-economic and ethnic backgrounds.
- √ Enthusiasm for a team approach to fundraising.
- √ B.A. degree.

PREFERRED QUALITIES:

- √ Experience fundraising for an agency working in the area of family violence or women's health issues.
- √ Interest in women's and domestic violence issues.
- √ Familiarity with Violence Against Women Office and Alameda County RFPs.
- √ Advanced degree.

CLASSIFICATION: Exempt, full-time.

COMPENSATION: Commensurate with education and experience. Benefits include medical, dental and vision coverage, life insurance, 403(b) retirement plan, flexible spending account, generous vacation plan.

TO APPLY: Please send a cover letter, resume, and writing sample to:
Shannon Ellis, Associate Executive Director
Family Violence Law Center
shannon@fvlc.org