

Fellowship Job Description

Organization name (and applicable abbreviations): TESSA

Organization City (primary work location): Colorado Springs, CO

Website URL: www.tessacs.org

Organization Mission Statement: TESSA, dedicated to fostering a safe and supportive community, offers a range of comprehensive services aimed at addressing issues related to domestic violence, sexual assault, and relationship abuse. Our organization provides a lifeline for individuals seeking assistance, offering confidential helpline services, emergency shelter, and counseling support. TESSA's programs extend beyond crisis intervention to include educational initiatives that empower individuals and communities with the knowledge and tools to prevent abuse. Through collaborative efforts and community partnerships, TESSA strives to create a world where everyone can live free from violence, promoting healing, resilience, and positive social change.

Anti-Discrimination Statement/Policy: TESSA will provide free and voluntary services to people who identify as experiencing domestic violence. TESSA will not discriminate against, or refuse, withhold, or deny services to any current client, prospective client, employee, or volunteer based on income, gender identity, gender expression, religious beliefs, actual or perceived sexual orientation, immigration status, age, race, creed, ethnicity, color, national origin, marital status, spoken language, disability, or military status. TESSA will ensure that all individuals receive this information either verbally or posted in public areas.

Supervisor Name: Marissa Bovee

Supervisor Title: Development Manager

Fellowship Overview

Will this be a Summer or Yearlong Fellowship? Yearlong

Job Title: Donor Relations Coordinator

Job/Role Overview: The Donor Relations Coordinator is responsible for assisting the Development Team in implementing fund development activities to include CRM software management, donor tracking, and donor communications. They are also responsible for assisting the Development Team and other programmatic efforts through facilities maintenance, special events support, and in-kind donation processes. This position requires strong organizational skills and an ability to prioritize as well as multi-task. Fund development and donor cultivation is essential to the overall success of the organization

and therefore it is imperative that the person in this role provide the support needed by the Development Team to assist in securing the resources necessary for providing support to victims of domestic violence and sexual assault.

Primary Responsibilities/Job Duties:

Donor Relations Assistance

- Maintain and keep up to date our donor database Bloomerang
- Connect with our High-Level Donors by email, phone, or other communications
- Work with the Development Manager to develop an understanding of the functionality of the software program and utilizes it to streamline or improve donor data management
- Organize Donor Appreciation Luncheons or Meet N Greet Biannually
- Work with development team to create and report on measurable objectives to assess outcomes of position with regard to accuracy of donor records

In-Kind Donation Coordination

- Manages or works with volunteers on the Donation Room, advocacy hallway donation storage
- Manages and maintains donation drop-off schedule of in-kind items
- Coordinates intake, storage, organization, and distribution of all in-kind donations
- Collaborates with Development Manager and other program managers to ensure needs of programs, clients and the organization are met

Development Department and Special Events Assistance

- Understands department objectives and how they relate to the goals of the agency
- Assists in community presentations and tabling events on behalf of the Development Department as a representative of TESSA and community advocate
- Assists in the receiving and processing of donations
- Assists in the planning, coordination, and execution of special fundraising events
- Assigns volunteers to development specific jobs and responsibilities as needed
- Coordinates the planning and execution of the annual Holiday Shoppe event

Cultural Inclusivity

- Deliver programs and services in a manner that is respectful and sensitive to the client's, donors, and/or volunteer's cultural experience.
- Recognize that we hold attitudes and beliefs that can detrimentally influence our perceptions of, and interactions with, individuals who are diverse from ourselves.
- Recognize the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity.
- Apply the principles of multiculturalism and diversity in training and staff development.
- Apply culturally appropriate skills in all interactions with clients, co-workers, volunteers, partner agencies, and other community members.
- Use organizational change processes to support culturally informed organizational policies & procedures.

Other

- Committed to TESSA's mission, vision, and operational philosophy
- Identifies, removes, and prevents discriminatory barriers in services
- Attends all relevant staff meetings, trainings, and in-services as assigned
- Responds to inquiries with support, information, and referrals
- Schedules and coordinates arrangements for meetings, conferences, etc.
- Writes meeting minutes at all team and committee meetings as assigned
- Acts responsibility and respectfully as a TESSA representative to cultivate partnerships in the community
- Responsible for other duties and projects as assigned by supervisor

Duration of Fellowship (number of weeks): 52

Average hours per week: 30 Hours Per Week (Non-Exempt)

Describe the on-site vs. remote expectations of this position (if hybrid, please include percentage of in-person/remote):

Applicant should be prepared for all hours to be in-person. Remote option to be determined.

Describe what a typical week as a PIFP fellow in your office might look like:

Fellow will be responsible for the management of monetary and in-kind donations for TESSA, with a primary focus on monetary fund development. This will include entering donation checks and in-kind donations into our donor tracking software and issuing receipts/thank you letters to the donors, establishing relationships with donors and communicating donor opportunities to Development and TESSA leadership, collecting, sorting, and organizing in-kind donations (personal care items, etc.) into the donation room, and soliciting donations for specific agency and upcoming event needs.

Pay per hour: \$16.50

Additional benefits offered to the fellow: Medical, dental, vision, life insurance, long term disability, and AFLAC.

The Fellowship Experience

Through this role, the fellow will build capacity in this organization by:

Strengthening relationships with donors of all types, whose ongoing support allows TESSA to provide life-saving services to victims of domestic violence, sexual assault, human trafficking, and stalking.

The fellow will contribute to societal systemic change during this fellowship by:

Our mission at TESSA is to help individuals and their children achieve safety and wellbeing while challenging communities to end sexual and family violence. By securing the financial stability of TESSA, we're able to fund the services that facilitate long-term generational change – stopping the cycle of abuse and trauma for individuals and families.

The fellow may have the opportunity to learn/enhance the following skills/competencies.

Career and life design – Many staff who work for TESSA find the work personally meaningful and rewarding. They are able to synthesize a sense of purpose with their professional endeavors.

Communication – The role requires a significant amount of multi-faceted communication with donors from various walks of life, organizations, etc. Successful communication can lead to organization changing donor gifts that directly impact thousands of clients/victims.

Manage information – Donor data is a critically important to the ongoing donor relationship. Input and management of that data allows us to better understand where our donors come from, so we can maximize our efforts to grow.

What support or professional development can the fellow expect from their supervisor, other staff, or the organization?

TESSA provides monthly topic-based training, weekly one-on-one leadership meetings, and external training as available.

Qualifications and Expectations

Required qualifications/skills/expectations:

- Ability to read, write and speak in English
- Must be willing to complete and able to pass background and child abuse and neglect history checks
- Ability to on occasion lift up to 50lbs
- Available to work evenings and weekends as necessary
- Valid driver's license and car insurance with reliable transportation
- Strong command of Microsoft suite and Google Drive

Preferred qualifications/skills/expectations:

- 1-2 years' experience in donor relations
- Excellent organizational, communication (verbal and written), problem solving, and interpersonal skills
- Ability to work well under stressful circumstances and adhere to deadlines
- Ability to prioritize and coordinate multiple projects while maintaining an eye for detail
- Ability to foster teamwork: Work cooperatively and effectively with others to understand need, set goals, resolve problem, and make decisions that enhance organizational effectiveness Ability to empathize, encourage and guide

- Able to work well in stressful and emotionally taxing circumstances and engage in effective self-care

Advice for applicants considering this fellowship:

N/A

Applicants interested in this fellowship should answer the following supplemental question on their interest form:

In the question ...”Why are you interested in this organization, and how are you prepared for the position they are offering?”... please be sure your response addresses the following:

What skills or personal qualities would you bring to this agency? Be specific.

What knowledge and experience related to domestic violence and/or sexual assault do you possess?

Why do you want to work in the domestic violence/sexual assault field?

And address the following supplemental questions (either individually or in one essay response):

What are your expectations for working for TESSA? How will you know if your expectations are met?

What challenges do domestic violence and sexual assault victims face?

What personal challenges do you anticipate working in this field?

How do you know if you are stressed or overwhelmed? How do you practice self-care?

What difficulties would you personally face when working with people of different socioeconomic status, ethnic origins, faith, LGBTQIA+ experience, who are differently abled, or who have a differing value system than your own?