

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 (and/or any other relevant information you feel would be helpful to understanding the organization):

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: Director of Development

Fellowship Overview

Will this be a Summer or Yearlong Fellowship? Yearlong (part-time)

*This is a unique position. Because the fellowship is 20 hours per week, non-graduating students will be considered if a commitment to work for the full-year can be made.

Job Title: Development Administrative Coordinator

Job/Role Overview: The Development Administrative Coordinator is responsible for supporting the Development Team in implementing fund development activities, nonprofit management projects, and marketing efforts, including social media strategy. Responsibilities include CRM software management, donor tracking, donor communications, and assisting with special events, in-kind donation processes, and outreach efforts. This position offers hands-on experience in nonprofit operations, donor relations, and community engagement while contributing to the overall mission of supporting victims of domestic violence and sexual assault.

Primary Responsibilities/Job Duties:

Donor Relations Assistance

- Connect with high-level donors via email, phone, or other communications.
- Collaborate with the Director of Development to understand and improve donor data management workflows.
- Assist in organizing biannual Donor Appreciation events, such as luncheons or meet-and-greet sessions.
- Support the Development Team in creating measurable objectives to assess donor engagement outcomes.

Special Events

- Help coordinate the planning and execution of fundraising events, including logistics, volunteer assignments, and donor outreach.
- Support the Development Team at community presentations and tabling events as a representative of TESSA.
- Coordinate and execute the annual Holiday Shoppe event.

Nonprofit Administration/Marketing

- Gain exposure to nonprofit operations by assisting in strategic planning and department objectives.
- Develop and implement social media campaigns to increase awareness of TESSA's mission and programs.
- Create and schedule engaging posts for platforms such as Facebook, Instagram, Twitter, and LinkedIn.
- Design graphics, write copy, and track analytics to measure campaign success.
- Support the creation of newsletters, email campaigns, and other donor communications.
- Contribute to the development of marketing materials for special events and fundraising campaigns.

In-Kind Donation Coordination

- Manage donation intake, storage, organization, and distribution.
- Maintain a donation drop-off schedule and collaborate with volunteers for inventory management.
- Work with program managers to ensure in-kind donation needs are met across the organization.

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 responsibly 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: 20

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:

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Pay per hour: \$16.50

The Fellowship Experience

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

Through this role, the fellow will build capacity in this organization by enhancing donor engagement and retention through improved data management and personalized communication strategies, increasing the organization's visibility and outreach through targeted social media campaigns and marketing efforts,

streamlining event planning and execution processes to optimize fundraising outcomes, and ensuring efficient management and distribution of in-kind donations to better support program needs. These efforts will strengthen TESSA's ability to provide critical services to survivors of domestic violence and sexual assault.

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

The fellow will contribute to societal systemic change during this fellowship by advancing TESSA's mission to end domestic violence and sexual assault through increased awareness, education, and support services. By strengthening donor relations and marketing efforts, the fellow will help secure resources that directly impact survivors, enabling them to rebuild their lives and fostering a culture of safety and empowerment. Additionally, through outreach and social media campaigns, the fellow will amplify the conversation around domestic violence, challenge societal stigmas, and promote systemic change by encouraging community action and engagement in preventing interpersonal violence.

The fellow may also engage in direct service and impact the community in the following ways:

The fellow may also engage in direct service and impact the community in the following ways: assisting with in-kind donation coordination to ensure essential resources reach survivors and their families, participating in community outreach events to raise awareness about TESSA's services, and supporting special events that directly benefit survivors. By collaborating with the Development Team, the fellow will have opportunities to interact with donors, volunteers, and community members, fostering a deeper understanding of the needs of survivors and contributing to a community-wide effort to address domestic violence and sexual assault.

Please provide specific examples about how the fellow might enhance their career readiness during this fellowship in the 2-3 most relevant areas:

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:

- Bachelor's degree; or 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:

- **Be Passionate About the Mission:** This role involves supporting survivors of domestic violence and sexual assault, so having a genuine passion for advocacy and social justice is key.
- **Develop Strong Organizational Skills:** You'll be juggling multiple responsibilities, including donor relations, event planning, and social media management. Time management and prioritization are crucial.

- **Be Open to Learning:** This fellowship offers hands-on experience in nonprofit management and marketing. Be ready to dive in, learn new skills, and adapt to various tasks and challenges.
- **Bring Creativity to the Table:** Whether it's creating social media content or brainstorming event ideas, your creativity can have a meaningful impact on TESSA's outreach and donor engagement.
- **Be Empathetic and Professional:** This role will involve interacting with diverse stakeholders, from donors to survivors. Approach every interaction with compassion and professionalism.
- **Ask Questions and Seek Feedback:** This is a learning opportunity, so don't hesitate to ask for guidance and feedback to maximize your growth and contribution during the fellowship.

This role is a unique opportunity to make a tangible difference while gaining valuable skills in the nonprofit sector!

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

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? 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?

What motivates you to excel at your job?