



**Job Description**  
**Stand Up Placer, Inc.**  
**Development Supervisor**

**Position:** Development Supervisor  
**Reports To:** CEO/Executive Director  
**Location:** Stand Up Placer Administrative Offices  
**Hours:** Full-time Nonexempt

**Position Summary:**

The Development Supervisor is charged with responsibility of implementing Stand Up Placer's fund development strategy; leveraging resources, talents and skills to meet annual revenue goals. The Development Supervisor regularly represents Stand Up Placer externally at meetings and events. This position works closely with the Executive Director and the External Affairs Committee of the Board of Directors to enhance and support the overall mission of the organization and to assure that ample unrestricted and program funds are generated. Development Supervisor works to increase brand awareness through marketing, community groups, social media, and other outlets.

**ESSENTIAL RESPONSIBILITIES:**

**Public and Community Relations**

- Develops and implements annual public and community relations plan;
- Develops and implements agency social media strategy.
- Coordinate the development and production of agency and media relations materials (digital and print)
- Generates media opportunities through proactive outreach including both planned media efforts and outreach in response to current events and trends.
- In collaboration with Leadership Team, Board of Directors and appropriate committees, enhances Stand Up Placer's brand and image

**Event Management**

- Development and implement agency event calendar
- Provides leadership and oversight to event committees
- Supports the design and implements event plans, and timelines
- Develops and monitors event budgets and financial reports
- In concert with the Volunteer Coordinator, recruits, motivates, trains and

- evaluates steering committee and event volunteers;
- Supports event sponsorship process including identifying prospects, coordinating requests, and working with committee and board members to solicit sponsorships.
  - Responsible for all event logistics including auctions, facilities, permits, etc.
  - Researches and assesses all potential third party fundraising events, evaluating the appropriateness of the event and accounting audit controls;

### **Donor Relations**

- Work with the Executive Director to develop and implement a comprehensive annual development plan with strategies designed to diversify Stand Up Placer's existing funding streams.
- Develop and implement a Planned Giving/Bequest/Legacy Program.
- Provide monthly reports to the Executive Director and the board which measures progress towards achieving the plan.
- Work with Executive Director to develop and implement strategies for donor development and cultivation.
- Identify and pursue new sources of corporate and foundation funding.
- Work in tandem with Project Manager to secure new grants and assure grant compliance.

### **Other Responsibilities**

- Provide oversight of donor and gift record-keeping databases and all, files, and gift processing.
- Manage changes and updates on Stand Up Placer Website.
- Serve as staff for the Board of Directors' External Committee;
- Other duties as necessary to accomplish department and organizational goals.

### **Qualifications**

- Three years professional development and fundraising experience with a proven fundraising track record.
- BA/BS degree with emphasis or concentration in business, marketing, public relations or a related field preferred.
- Solid written and oral communication skills required.
- High level of proficiency in Microsoft Office Suite, Donor database and Salesforce knowledge desirable.
- Ability to organize time effectively and work on a variety of projects
- Ability to work with minimal supervision;
- Knowledge of the Placer County donor community preferred.
- Schedule will occasionally require nights and weekends
- Complete Stand Up Placer's Crisis Intervention Training program (post-hiring requirement);
- Valid California Driver's license and reliable transportation, including vehicle insurance.

## Compensation and Benefits

Compensation commensurate with experience. Benefits include health insurance with Flexible Spending Account, 401k with 3% match, paid vacation, life insurance, sick time, and 12 holidays.

To Apply

Applications will be accepted until this position is filled. Qualified applicants should send resume, cover letter and professional references to [Careers@StandUpPlacer.org](mailto:Careers@StandUpPlacer.org) with Development Supervisor in the subject line. Please indicate how you heard about this position.

## About Stand Up Placer

Stand Up Placer provides comprehensive services to Placer County survivors of domestic violence, sexual assault, and human trafficking and their non-offending family members. Empowering survivors to build the lives of strength and self-sufficiency they desire.

## Acknowledgement

I have read the contents of this job description and understand this document is not a contract for employment. Further, I understand that if hired, my employment with STAND UP PLACER (Agency) is at-will, and that I or the agency may terminate my employment at any time with or without cause or notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date