Partners for Peace
Formerly Spruce Run-Womancare Alliance
RESOURCE DEVELOPER

The staff operates by consensus in a collaborative manner. Each employee is assigned to a team which is led by a member of the Leadership Team.   All staff strive to incorporate into their programs the input and experiences of people affected by domestic violence and abuse.

Purpose of position: The Resource Developer coordinates the development and management of resources and volunteers that support Partners for Peace.

Status: Exempt

Team: Community Response & Prevention Team

Location: Bangor (Primarily) & Dover-Foxcroft

Specialized responsibilities of this position:

1. Participate in the development and oversee the maintenance of the organization's Resource Development Plan.

2. Acquire and cultivate relationships with individual donors, community members, and groups supportive of Partners for Peace and its mission.

3. Develop funding sources and coordinate the tracking of donors and donations in Giftworks.

4. Coordinate Partners for Peace community events as they relate to resource development and volunteer & donor engagement and appreciation.

5. In consultation with the Leadership & Administrative Teams, coordinate writing, reporting, and evaluation of grants as needed and seek out new sources of grant funding.

6. Provide oversight for the recruitment, orientation, training, cultivation, and support of volunteers and placements for interns and work-study students.

7. In conjunction with the Public Awareness Educator and the Community Response Team, coordinate the organization's core advocacy training for volunteers and new staff.

8. Perform other duties as assigned.

Minimum qualifications for this position:

1. One to two years relevant education and/or professional experience.

2. Understanding of the impact of community systems and institutions on people affected by domestic violence.
3. Basic requirements as listed in Responsibilities of All Staff.
4. Excellent written and oral communication skills.
5. Ability to work effectively with diverse populations.
6. Collaborative decision-making skills.

Preferred qualifications for this position:
1. Experience delivering community-based trainings or presentations.
2. Experience using donor data base software.
3. Experience in grant-writing.
4. Experience in donor development.
5. Experience supervising employees and/or volunteers.

Common responsibilities of all positions:

1. Deliver direct services to people affected by domestic abuse.
2. Deliver community education programs.
3. Participate in interagency networking and other activities as indicated by agency needs and individual job responsibilities, including but not limited to the Maine Coalition to End Domestic Violence.
4. Participate in organizational activities including staff meetings, committee meetings, in-service training, peer evaluations, and program planning.
5. Participate in recruitment, screening, training, and support of volunteers.
6. Report and/or compile statistics and units of service accurately and timely.
7. Participate in fiscal management of the organization and/or program.

Requirements common to all positions:

1. Successful completion of the organization's core direct service (hotline) training
2. Understanding of domestic violence and abuse
3. Understanding of and ability to maintain confidentiality
4. Willingness and ability to employ the self-help model of service delivery
5. Reliable transportation and required insurance
6. Willingness and ability to work flexible hours, including some nights and weekends
7. Capability to provide 24 hour confidential hotline coverage as scheduled
8. An understanding of requirements of funding for one's position and the organization in order to participate in meeting those requirements
9. Ability to work effectively as a member of a team and participate in consensus decision making
10. Effective written and oral communication skills
11. Basic computer skills
12. Comfort with diverse populations