



## **Fundraising Specialist**

**Employment Type:** Contract (up to 10 hours/week)

**Location:** Washington D.C., USA

### **About DVRP**

Asian/Pacific Islander Domestic Violence Resource Project (A/PI DVRP) supports and mobilizes Asian/Pacific Islanders to build safer communities by responding to harm and striving to end gender and power-based violence. DVRP was founded in 1995 by Asian/Pacific Islander women to provide access to services for A/PI survivors with cultural and language barriers. DVRP continues to be survivor-led and driven, focusing on dismantling the root causes of violence stemming from racism, xenophobia, and white supremacy while empowering survivors to rebuild their lives after abuse. In the past year, DVRP has provided services to 240 survivors of violence in 20 languages and conducted 25 workshops with over 700 participants.

### **Job**

### **Overview:**

The *Fundraising Specialist* will play a crucial role in executing our fundraising strategy, focusing on research, donor cultivation and engagement. This position requires a proactive and organized individual who can work closely with our leadership team to identify, cultivate and steward relationships with mid-level and major funders.

### **Responsibilities:**

#### **Fundraising and Donor Relations**

- **Fundraising Strategy:** Develops and implements short- and long-term fundraising strategies to identify, cultivate, solicit, and steward foundation and government donors. Identifies new fundraising opportunities and researches prospective donors, assessing their potential and capacity. Works with the board and fundraising committee to develop in-person fundraisers including annual galas for the organization. DVRP is planning to have a 30<sup>th</sup> anniversary fundraiser in 2026 and the fundraiser will be planning this event with support from the Executive Director and Board.
- **Donor Cultivation and Stewardship:** Moves donors through the cultivation, solicitation, and stewardship process, including meeting with donors, arranging meetings with DVRP's leadership, preparing talking points and briefings, writing and managing correspondence.
- **Donor Relations:** Maintains steward relationships with prospects and donors, ensuring effective communication and engagement. Plans and implements events, meetings, and other outreach opportunities for prospects and donors, preparing principals and following up with participants.

- **Collaboration:** Works closely with colleagues on the Development team and from other programs on joint fundraising efforts, including assisting with multi-program or institution-wide proposals.
- Makes effective use of Every Action prospect management and donor database and other institutional and community resources to ensure appropriate management of donors, prospects, and partners
- Plan and execute donor events, both virtual and in-person, to foster donor relationships and showcase the impact of their contributions.

### **Fundraising Strategy Execution:**

- Support the strategic leadership team in developing and executing fundraising campaigns and initiatives.
- Assist in creating compelling fundraising materials, including proposals, presentations and case statements.
- Track and report on fundraising progress, donor interactions, and campaign outcomes using our donor management system.

### **Collaboration and Coordination:**

- Work closely with the communications staff to align fundraising efforts with overall organizational messaging.
- Collaborate with program staff to gather stories and data that highlight the impact of our work, enhancing donor engagement.

### **Tasks in Support of Fundraising (40%)**

**Donor Communications and Events:** Participates in drafting public documents and other communications needed for effective outreach, ensuring clarity and alignment with fundraising goals. Plans and implements events, meetings, and other outreach opportunities for prospects and donors, and follows up with participants.

**Record Keeping:** Maintains complete files on fundraising activities in shared files including correspondence with donors, meeting notes, proposals, and background information.

**Knowledge, Skills, and Abilities Required:**

- Demonstrated ability in securing major gifts from individuals, corporations, foundations, and other private funding sources
- Minimum of 3 years of experience in fundraising, donor relations, or a similar role within the non-profit sector.
- Proven track record of successfully cultivating and stewarding mid-level and major donors.
- Experience coordinating fundraising events including galas
- Strong research and analytical skills with the ability to synthesize information and develop actionable insights.
- Excellent written and verbal communication skills, with the ability to craft compelling narratives and presentations for in-person and electronic engagement with donors.
- Highly organized and detail-oriented, with the ability to manage multiple projects and deadlines.
- Proficiency in using donor management software
- Exceptional interpersonal skills and the ability to interact effectively with prospects, donors, and/or volunteers in a wide range of roles
- Must be organized, flexible, and agile to competing priorities and deadlines
- Highly developed verbal and written communication skills and the ability to present effectively to small and large groups
- Prefer expertise and experience working for a non-profit with a focus on gender, women's empowerment, and address gender-based violence
- Self-starter with proven ability to pay close attention to detail while maintaining a broad perspective on program goals and approaches
- Proficiency in the use of Word, Excel, Power Point, Adobe Acrobat; SharePoint proficiency preferred
- Excellent social media skills

This consultant will report to the Executive Director.

**Compensation: \$50-60/hour based on experience**

**Application Process:**

Please submit to the Hiring Committee at [hr@dvrp.org](mailto:hr@dvrp.org) with a title, "Fundraising Specialist"

1. Resume
2. Cover letter
3. A 3-page writing sample that highlights your grant writing skills
4. 3 references

We will be responding to applications on a rolling basis until December 4<sup>th</sup> and will not respond to phone inquiries. Incomplete applications will not be reviewed.

*DVRP is committed to equal opportunity in employment and, in accordance with the District of Columbia Human Rights Act of 1977, as amended, does not discriminate on the basis of “race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, and place of residence or business.*