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*Position Description*

AFP CHARLOTTE JOBS SERVICE: [www.afp-charlotte.org](http://www.afp-charlotte.org)

Name of Organization: Pat's Place Child Advocacy Center

Title of Position: Associate of Development & Communications

Date Position Available: Immediately

Position Reports To: Director of Development & Communications

Position is: Full Time

**Associate of Development & Communications**

**Overview**

Client: Pat's Place Child Advocacy Center  
Location: 901 East Blvd., Charlotte, NC 28203  
Founded: August 20, 2004  
Employees: 6  
Reports to: Director of Development & Communication

**Pat's Place Child Advocacy Center - Organizational Description**

Pat's Place is a nonprofit, 501(c)(3) organization and is one of 700 centers nationwide and 23 centers in North Carolina accredited by the National Children's Alliance. As the only child advocacy center in Mecklenburg County serving children from birth to age 18, Pat's Place provides a physical environment where a child's well-being is the organization's first priority, reducing trauma and promoting healing from sexual abuse. A comprehensive approach is designed for each child's needs to ensure healing from sexual abuse begins as quickly as possible. Program services include:

- Family Advocacy
- Forensic Interviewing
- Medical Evaluation in collaboration with Levine Children's Hospital Pediatric Resource Center
- Multidisciplinary Team Investigation (MDT)
- Education, Outreach and Public Awareness

**Milestones**

Since inception, Pat's Place has served more than 2,000 children Mecklenburg County. In October 2011, Pat's Place relocated to a new facility that will significantly increase the capacity of the organization.

**Mission**

To drive resolution of child sexual abuse cases through investigation and collaboration with key partner agencies; provide a safe and compassionate environment that puts the well being of the child first, breaking the cycle of abuse through education, training and community outreach.

To learn more, please visit: <http://www.patsplacecac.org>

**Position**



In this newly configured role, the Associate of Development & Communications (ADC) will provide administrative and tactical support to the Executive Director and Director of Development and Communication (DODC), while reporting to the DODC. S/he will establish a broad understanding of Pat's Place – mission, vision, values, policies, history, programs, finances, and key stakeholders to inform the expansion and implementation of a comprehensive development and communication function, as well as other key administrative responsibilities.

In support of the organization, the ADC will be responsible for the following activities:

**Development (~30% of total time)**

- Work with DODC to implement the organization's annual fundraising plan and monitor progress throughout the year
- Coordinate special events, including the annual Barbeque & Blue Jeans fundraiser, informational engagements, and cultivation/donor recognition events; provide support to internal committees
- Maintain and enhance organizational database, query and provide reports for board and committee meetings as needed
- Prepare written and online appeals and invitations, generate mailing lists and ensure timely distribution
- Process gifts, matching gifts, pledges, acknowledgment letters, invoices, and other related correspondence
- Assist with donor prospect and appeal content research

**Communication (~30% of total time)**

- Work with DODC to implement the organization's annual communication plan and monitor progress throughout the year
- Develop, implement and distribute Public Relations and marketing material, including newsletters, brochures and annual report
- Provide assistance to internal committees, as well as key external partners, including media and advertising firms as needed
- Support the maintenance and enhancement of data relevant to communication activity
- Track and evaluate the effectiveness of communication activities through the interpretation of relevant data and preparation of summaries
- Maintain website, electronic newsletter and social media calendars, status updates and content overhaul
- Create, design and implement social media strategies
- Work with staff to build organizational brand consistency for internal and external stakeholders

**Administrative Support to Executive Director and Program Staff (~25% of total time)**

- Provide as-needed assistance to Executive Director and Family Advocates in material and correspondence preparation, research, database enhancement, staff coordination, presentations and project management
- Record notes (verbally and on-site) and disseminate them to staff and volunteers as appropriate
- Anticipate facility needs based on calendar/schedule/opportunities and act accordingly

**Volunteer Recruitment and Management (~15% of total time)**

- Recruit, train and manage volunteers for special projects, events and routine administrative and receptionist duties.
- Supervise ancillary volunteer support of the front desk, and assist directly as needed

**Professional Development:**



Pat's Place is committed to the professional development of all staff. The ADC will have the opportunity to advance his/her skills through webinars, workshops, industry and networking events, and one-on-one mentoring.

**Qualifications:**

- Bachelor's degree (business, management, communications or other related degree)
- 2 years experience with fundraising, marketing, or communications within organization that focuses on children
- Desire to enhance his/her non-profit knowledge and develop applicable skill-sets
- Strong analytical and problem-solving abilities
- Results-oriented and predisposed to measurable outcomes
- Excellent written and verbal communication skills
- Exceptional energy, relational and interpersonal skills
- Outstanding attention to detail
- Ability to facilitate collaboration and build consensus among volunteers
- Experience with database and/or fundraising software utilization and management
- Experience with Microsoft Office (Word, Excel, Power Point, Outlook)
- Unimpeachable ethics
- Sense of humor, curiosity and imagination

**To Apply**

Pat's Place is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in its work and staff. Employment decisions at Pat's Place are made without regard to race, color, religion, gender, sex, national origin, disability status, age, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal law. Pat's Place encourages all qualified candidates to apply for this position. All inquiries, recommendations and applications are to be directed via email to [search@pattonmcdowell.com](mailto:search@pattonmcdowell.com). Applications should include a cover letter and resume. Please indicate in the subject line of your email the position and organization to which you are applying and where you learned of the opportunity. NO PHONE CALLS PLEASE.

Please note that only those candidates invited for screening will be contacted.