



Job title	<i>Development & Marketing Specialist</i>
Reports to	<i>Director of Development</i>

Position Summary

Seeking a highly motivated, dynamic, and detail-oriented Development & Marketing Specialist to join our team. The Development & Marketing Specialist will work closely with the Director of Development to develop and implement outreach and marketing strategies that will increase brand awareness and drive engagement. This role encompasses a variety of responsibilities, including event planning and support for development initiatives, as well as data entry, management, and social media engagement. The successful candidate is a creative and proactive thinker, an excellent communicator, eager to learn and grow, allows for flexibility in priorities with their daily schedule, and demonstrates the ability to work independently while also thriving in a team environment.

Areas of responsibilities / Duties

All responsibilities will be carried out under the guidance and direction of the direct supervisor or the development team, fostering a close working relationship with them.

- Develop and implement marketing strategies to increase brand awareness and ensure consistent messaging and branding across all channels.
- Manage social media channels and create engaging content.
- Coordinate outreach events, manage logistics, and oversee a team of volunteers.
- Assist with the production of marketing materials such as brochures, flyers, and press releases.
- Maintain and manage the database of volunteers, donors, and supporters, including data entry and updates.
- Assist the Director of Development with donor communications and outreach initiatives.
- Manage website updates to ensure content is current, engaging, and aligned with marketing strategies.
- Provide administrative support as required, including preparation of reports and presentations.
- Acts as DVS spokesperson and public advocate on domestic violence issues when appropriate.
- Other organization duties as assigned.

Qualifications

- High school diploma.
- Positive attitude and willingness to learn.
- Reliable transportation and the ability to travel anywhere in Santa Barbara County.
- Strong written and verbal communication skills.
- Ability to manage multiple projects and prioritize workload.
- Ability to work independently and as part of a team.
- Maybe required to lift objects weighing up to 40 pounds.

Desired Qualifications

- Bilingual (English and Spanish)
- Strong organizational / time management skills
- 1 + year of experience in non-profit work, outreach, volunteer management, or a related field.
- 2 + years of experience in one or more areas: development, event management, administration, and social media content creation, marketing & graphics, or a related field.
- Experience with donor management software, particularly Donor Perfect.
- College Degree Preferred.
- Photography skills for capturing events and creating visual content.
- Proficient in Microsoft Office and marketing automation software.

Working conditions

Position is In-Person and will be based in the Santa Barbara administrative office. This is a Full-Time position, 40 hours per week, Monday-Friday (occasional nights and weekends).

Physical requirements

In the course of performing this job, the incumbent will typically spend time sitting, walking, standing, listening/speaking, writing and operating a personal computer. They will be required to drive an automobile to get to and from the different DVS property sites or events, Incumbent will be expected to lift and carry various office and maintenance items up to 40 lbs. on an occasional basis. Reasonable accommodations may be arranged to enable individuals with disabilities to perform essential duties of the job.

Direct reports

Director of Development

Pay Range

- Starting Range is \$23-\$28 per hour, DOE (+bi-lingual incentive)
- Position Salary Range is \$47,840k-\$58,240 annually (+bi-lingual incentive)
- Competitive benefits and rewarding environment.

If you are a self-starter with a passion for marketing, events, and outreach, we encourage you to apply for this exciting opportunity. We offer competitive compensation, bi-lingual incentives, and a comprehensive benefits package, as well as opportunities for growth and development within the organization. Join us in making a positive impact and contributing to our mission.

How to Apply

Please email your resume and cover letter to Cristina Caratachea, Director of Administration, at HR@DV solutions.org

