



## Job Description

### Development Associate

The Durham Center for Senior Life Development Associate writes grants and provides oversight of donor relations in the form of records management, communications, and internal/external stewardship. On occasion, this role may require weekend and evening work. This position is 25 hours per week.

#### **Responsibilities shall include:**

##### Donor DB Management (eTapestry)

- Update, maintain, edit donor records in eTapestry/Blackbaud.
- Create acknowledgements and tax receipts for all gifts.
- Create, publish, and manage online forms.
- Monitor Auto-Processing reports.
- Submit grants on a time basis.
- Manage and track grant database.
- Assist with program evaluation and submission of grant reports.
- Create and update communication templates.
- Create defined fields to query volunteers, vendors, and donors within database.
- Create queries and reports for data analysis.
- Reconcile monthly with finance department.

##### Sponsorship

- Seek sponsorship opportunities to help fund DCSL programs, services and events.
- Create sponsorship documents to advertise opportunities.
- Attend networking events.
- Manage communications with current and potential sponsors.
- Collaborate with DCSL departments to determine event needs.
- Create contracts, as needed.
- Communicate with finance to fulfill sponsorship billing.
- Steward Sponsors during events through communications/outreach/marketing/social media.

### Facility Management

- Act as the initial point of contact for Facility Rental opportunities.
- Schedule and perform rental tours.
- Manage one-time and monthly event rentals in conjunction with the Development Manager and Facilities Operations Manager.

### General Development

- In conjunction with the Development team, create and implement Fundraising Campaign strategies and track the results.
- Assist with website maintenance, as needed.
- Create social media content, as needed.
- Assist Marketing and Communications Specialist with photography.
- Send email blasts through Constant Contact
- Attend and network at Development/community events.
- Create policy and best practice procedures for Development activities.
- Assist other departments and teams, as needed.
- Performs other duties as assigned.

### **Organizational Relationship:**

The Development Associate reports to the Development Manager.

### **Supervises:**

This position does not require employee supervision, however, this role may provide guidance and supervision to interns, as appropriate.

### **Employment Qualifications:**

The Senior Center Development Associate is required to have a bachelor's degree in a Development related field. Two to three years of experience in public relations, development, communications, or related field is preferred. One (1) year of Non-profit experience is preferred and three (3) years of Non-profit experience is preferred.

Proficient knowledge of public relations and fundraisings principles and strategies. Confident public speaking skills. Excellent written communication skills with a proven ability to write in a journalistic style that is customary for external publications. Excellent interpersonal and networking skills with the ability to build and maintain relationships. Excellent organizational skills and attention to detail. Excellent time management skills with a proven ability to meet goals and deadlines. Proficient with Microsoft Office Suite or related software. Prior fundraising specific software knowledge is preferred. Must have a valid North Carolina driver's license and access to a reliable, insured vehicle.

**This is an hourly position.**

**Salary Hiring Range: \$23.00 hr. - \$25.00 hr.**

Job Type: Part-time (25 hrs. a wk.)

- 4-day work week
- 1 remote day is a possibility.

Benefits:

- Dental insurance
- Vision insurance
- Life insurance
- Paid time off

Schedule:

- 4-day work week

Education:

- Bachelor's (required)

Experience:

License/Certification:

- Driver's License

Work Location:

- Multiple locations

Work Remotely:

- No. Work is in person is required. 1 Remote Day is a possibility.

Company's website:

- [www.dcsInc.org](http://www.dcsInc.org)