

# Democracy North Carolina

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## Development Assistant Job Description

### Organization Overview

Democracy North Carolina combines research, organizing, training, and advocacy to increase civic participation and government accountability in a key Southern state. We seek a government that is truly “of, by and for” the people. Rather than focus on a single issue, we focus on issues related to the political process itself. If we can develop a vibrant, multi-racial civic culture that encourages the active participation and leadership of under-represented voters in the political process, then we will see the payoff in policies that benefit the “good of the whole” in a host of issue areas.

### Position Overview

The **Development Assistant** provides major support to the Director of Development (DoD). The position combines the technical and operational requirements of electronic donor database management with directed responsibilities interacting with donors and other supporters. The person in this role works closely with the DoD to implement a strategic plan and calendar for donor communications and works cooperatively with all staff to ensure efficient completion of assigned responsibilities and tasks. The position involves administrative work, fundraising support, and with guidance from DoD and communications Director, assistance communicating with donors and prospects. Additionally, the Assistant is directly involved in special events logistics and communication, stewardship of donors, and direct mail and electronic appeals.

### Responsibilities

#### Donor Database Management – 45%

- Serve as in house donor database (Salsa) expert, sharing responsibility with other organizational teams for database content and outputs; routinely and accurately enter gift and other data; work with other staff and volunteers to assure data health/clean up; troubleshoot and resolve technical glitches with Salsa.
- Run queries and reports for DoD to plan, analyze progress toward, and achieve development goals.
- Prepare materials for development committee meetings and quarterly reports for DoD to share with Board members.
- Manage information from online giving systems, assuring that donor gifts are properly acknowledged.
- Maintain donor records and accurate information regarding communications with donors.

#### Special Event Management – 15%

- Work with the DoD and others to ensure successful events, assuming major responsibility for event details, logistics, and “day of” volunteer management.
- Implement directed communications with volunteers and donors.
- Assure details regarding event components are documented in Salsa.
- Assist with post event follow up including reporting on revenue, donor engagement, new donor acquisition; providing support for donor engagement activities, mailings, and new donor stewardship.

#### Donor Communications – 20%

- Prepare acknowledgements and other communications as directed.
- Communicate with donors regarding credit card management.
- Proofread development documents and content to help ensure quality.
- Collaborate with DoD and Communications Director to schedule and produce multi-channel fundraising campaigns including email marketing, social media, website updates for special fundraising days, year-end appeals and other special projects.
- With guidance from the DoD, manage the direct mail solicitation process for non-Major Donors.
- With support from DoD, implement the monthly Sustaining Donor program and work with DoD to grow the program.

#### Administrative and Other Fundraising – 20%

- Assist in researching prospects and donors.
- Maintain grant files and calendar of deadlines.
- Manage components of successful workplace giving programs, including SECC application and matching gift communications.
- Maintain supplies to support Development program.
- Provide administrative support to the DoD.
- Perform other duties and special projects as directed.
- As directed, perform needed communications regarding donor advised funds.

#### **Experience and Qualifications**

- Minimum 1 year of nonprofit (c3) fundraising or related experience.
- Competency in Salsa or other donor database or complex database systems required.
- Competency in Microsoft Office Suite including Word, Excel, PowerPoint, and social media channels required.
- Experience developing strong, respectful relationships with co-workers and supporters.
- Experience communicating with diverse stakeholders.

#### **Skills and Attributes**

- Excellent verbal, written, and interpersonal communication skills.
- Strong organizational skills and tremendous attention to detail.
- Ability to self-motivate, work with both close direction and independently, function well as a team member, and know when to seek guidance, thought-partners, and help.
- Ability to maintain confidentiality and respect rules, policies and practices.
- Willingness and ability to work some evenings and weekends; events may require travel and additional time; long hours can be expected at year-end and into January when giving and importance of timely acknowledgements peak.
- Ability to communicate effectively about the organization's mission, vision, priorities and issues.
- Passion for and deep commitment to participatory democracy and racial, social and economic justice.
- Sense of humor and ability to have fun; patience with imperfection.

**Salary range: \$33,000-\$45,000. Excellent benefits.**

**Application Deadline: Tuesday, January 17, 2017**

**To apply:** Send email to Becky Carver, Director of Development, at [jobs@democracy-nc.org](mailto:jobs@democracy-nc.org). Include a cover letter with why you want this job, your work experience, your resume, and names and contact information for three references who can speak to your experience, skills and attributes.

*Democracy North Carolina is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment. We welcome and encourage applicants from diverse groups to apply including, but not limited to African-American, Latina/o, Native American, Asian/Pacific Islander, and LGBTQI persons. We also welcome people from different national origins, religions, & ages.*