



## The Harvest Center of Charlotte Development Associate

### JOB DESCRIPTION

**Position Title:** Development Associate

**Department:** Resource Development

**FLSA Type:** Hourly Position (\$19/hr)

**Reports to:** Director of Development

**Direct Reports:** NA

**Minimum Qualifications:** Bachelor's degree required

**Work Experience:** Minimum of three years of related experience

**Knowledge, Skills, and Abilities:**

1. Advanced proficiency using a database system, preferably Blackbaud eTapestry, to support resource development activities;
2. Strong interpersonal skills to work effectively with donors, staff, and community stakeholders;
3. Excellent verbal communication and persuasive writing skills;
4. Demonstrated data analysis and evaluation skills;
5. Demonstrated organizational skills, and ability to schedule, prioritize, and finalize activities to meet deadlines; and,
6. Advanced proficiency with MS Office applications.

**Essential Functions, Job Duties, and Responsibilities:** The Development Associate is responsible for assisting in and supporting fundraising operations. This includes facilitating multi-channel appeals and managing database solutions that cultivate, steward and qualify prospects. More specifically, duties and responsibilities are as follows:

1. Assist with implementing a comprehensive annual fundraising campaign that incorporates direct mail, email, online giving, and special events;
2. Coordinate a multi-channel communications plan that includes printed collateral, electronic communications, newsletters and social media;
3. Work with colleagues to manage eTapestry data, create segmented appeals, and evaluate effectiveness;

4. Assist with grant writing and tracking;
5. Ensure compliance with regulations and internal policies;
6. Plan and provide appropriate stewardship and cultivation for donors, including donor honor rolls, signage, and event invitations to tours;
7. Maintain and provide current, comprehensive data on donor relationships for the Director of Development, Director of Operations, and Executive Director as needed for resource development;
8. Input gifts in database and ensure that we are reconciling with Accounting;
9. Writing and sending thank you letters to donors;
10. Work collaboratively with the Director of Development, the Director of Operations, and the Executive Director to accomplish fundraising goals in accordance with the organization's strategic goals; and
11. Perform other duties as assigned by the Director of Development.

**Physical Demands:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. The physical and mental demands described as follows are representative of those that must be met by an employee in performing the essential functions of this job:

- Ability to sit and/or stand for long periods of time.

**Normal Working Hours:** A 40-hour work week is required to allow the employee to fulfill the assigned duties and responsibilities, including occasional evening and weekend hours.