

# Democracy North Carolina

1821 Green Street, Durham, NC 27705

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## Development Associate Job Description

### Organization Overview

Democracy North Carolina combines organizing, advocacy, and research to protect the right to vote, reduce the role of money in politics, and advance fair redistricting in our state. Our model seeks to build a multi-racial, multi-class civic culture, driven especially by the participation of citizens historically underrepresented in the political process; and also to achieve specific structural reforms that increase citizens' access to the political process.

### Position Overview

The Development Associate provides support to meet annual fundraising goals. The position combines donor communications and coordination with the operational requirements of an electronic fundraising database. The person in this role works closely with the Development Director to implement a development 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 activity, and communicating with institutional and individual donors and prospects. Additionally, the Associate is directly involved in special events logistics and implementation.

### Donor Communication and Fundraising Activity – 45%

- Assist in researching prospects and donors
- Work with regional supporters on donor-led fundraising activities
- Prepare acknowledgements and other communications and ensure quality and accuracy
- Communicate with donors regarding financial transaction management/credit cards
- 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
- Develop and implement targeting techniques, with an emphasis on increasing giving, for various donor segments (millennials, planned giving prospects, volunteers, etc.)
- Implement and grow the monthly Sustaining Donor program
- Manage components of workplace giving programs
- Coordinate the direct mail solicitation process

### Donor Database Management – 35%

- Serve as in-house donor database expert, develop consistent systems and share responsibility with other organizational teams for database content and outputs; troubleshoot technical questions
- Routinely and accurately enter gift and other data; develop and maintain best practices to ensure consistency in all areas of database management and data accuracy

- Prepare responses to queries, reports and materials for staff and board/committee meetings
- Manage information from online giving systems, assuring that donor gifts are properly acknowledged
- Maintain donor records and accurate information regarding communications with donors
- Develop a guide for departmental practices and policies relating to database use; provide ongoing updates

### **Special Event Management – 10%**

- Work with the Director of Development and others to ensure successful events, assuming major responsibility for event details, logistics, and “day of” volunteer management
- Work with Volunteer Coordinator to implement directed communications with volunteers and donors
- Assure details regarding event components are documented in donor database
- 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

### **Grant Reporting and Research - 10%**

- Identify new institutional donors and prospective funding opportunities that align with our current work.
- Submit reports to current and prospective funders, draft letters of interest, and applications

### **Experience and Qualifications**

- Minimum 2 years of nonprofit (c3) fundraising or related experience
- Competency in Salsa, EveryAction or other complex database systems (required)
- Competency in Microsoft Office Suite including Word, Excel, PowerPoint, Google Drive, and social media channels (required)
- Experience developing strong, respectful relationships with co-workers and supporters
- Experience communicating with diverse stakeholders in a variety of formats (written, email, face-to-face).

### **Skills and Attributes**

- Excellent verbal, written, and interpersonal communication skills
- Strong organizational skills and high-level 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 or get 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
- Deep commitment to participatory democracy and racial, social, and economic justice
- Sense of humor

**Salary range:** \$45,000 to \$55,000, based on qualifications and experience

**Benefits include:** medical, dental, vision, life and AD&D insurance, and retirement plan.

**Application Deadline:** Applications accepted on a rolling basis

**To apply:** Send cover letter, resume and 3 references to [jobs@democracync.org](mailto:jobs@democracync.org). In subject line, write Development Associate and your name.

*Democracy North Carolina is an equal opportunity employer committed to equity in the workplace. Our organization considers applicants equally of race, color, creed, religion, sex, national origin, disability, marital status, age, gender, gender identity, disability, sexual orientation, or prior record of arrest or conviction. We seek a workplace that reflects and respects the full range of the nation and state's diversity.*