Organization: [Democracy North Carolina](#)
Position: Development Associate
Location: Morrisville, NC
Hiring Range: $52,000-$57,000
Priority Deadline: January 27, 2023

Organization Overview

Democracy North Carolina (Democracy NC) works to strengthen democratic structures, build power in disenfranchised communities, and inspire confidence in a transformed political process that works for all. Through grassroots organizing, policy advocacy and research, and strategic communications, the nonpartisan organization aims to protect and advance voting access, ensure fair representation, and increase the participation of those historically underrepresented in the political process, especially people of color. For nearly 30 years, this 501(c)3 nonprofit (and its predecessor, Democracy South) has taken on powerful institutions and politicians, regardless of party, and promoted reforms that expand public involvement in civic life. Democracy NC works closely and in coalition with reform-minded local, state, and national partners to achieve the policy outcomes and grassroots participation necessary for a just and equitable democracy.

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 and Development Manager to implement a development calendar and reporting plan and works cooperatively with program staff to craft messages for development appeals. The position involves administrative work, fundraising activity, and EveryAction database management. Additionally, the Development Associate is directly involved in special events logistics and implementation. The position reports to the Development Director is based in the organization's Morrisville office.

Responsibilities

Managing Data & Reporting
- 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.
- Maintain the accuracy of donor records; ensure individual records are updated with regard to contact preferences, new addresses and other contact details; ensure that staff correspondences with donors gets recorded in a timely manner.
- Routinely and accurately enter gifts that come through direct mail, DAFs, grants, and other giving portals (ActBlue, Benevity, etc); coordinate with the accounting manager to reconcile revenue.
- Prepare lists and reports in EveryAction database; create accurate lists for donor segmentation to be used in future campaigns.
- Provide monthly, quarterly, and annual fundraising reports for board meetings and staff,including segmentation analysis.

- Evaluate campaigns by attributing revenue to specific appeals.
- Maintain a donor database manual for all staff.
- Research new fundraising capabilities within the database to grow our donor base and sustainer donor program.

Developing & Maintaining Fundraising Systems
- Prepare gift acknowledgement and renewal letters for mailing and ensure quality and accuracy; coordinate with development volunteers.
- Communicate with donors regarding financial transaction management/credit cards and general inquiries sent to the Development inbox.
- Facilitate campaigns under direction of Development Director; draft appeal letters.
- Collaborate with the Communications team and mailhouse to ensure the smooth and effective delivery of mail and email campaigns.

Managing Departmental Operations
- Maintain the organization of the Development Drive.
- Assist the Development department with other tasks as needed.
- Responsible for managing the development volunteers.
- Other duties as assigned.

Special Event Analysis
- 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.

Qualifications
- Minimum 2 years of nonprofit fundraising or related experience
- Minimum 1 year experience administering a fundraising database or CRM (EveryAction, Salsa, Donorperfect or similar products)
- Experience communicating with diverse stakeholders in a variety of formats (written, email, face-to-face); has stewarded respectful relationships with donors of a variety of backgrounds
- Competency in managing Customer Relationship Management (CRM) systems
- Competency in Google Suite and data management, Microsoft Office Suite (Excel experience required), Google Suite, and social media channels
- Experience developing strong, respectful relationships with co-workers, especially when it comes to learning about the organization's programmatic work

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
- Ability to communicate effectively about the organization's mission, vision, priorities, and issues

- Ability to travel and work some evenings and weekends
- Commitment to Democracy NC's mission and values, including race and gender equity in the workplace; ability and willingness to work with diverse groups, including low-income North Carolinians, people of color, and residents of varying political ideologies; in both rural and urban environments

Salary & Benefits
- Hiring range: $52,000 - $57,000 based on prior experience
- Medical, dental, and vision insurance with 100% employee premium coverage and 50% premium coverage for domestic partner/spouse and/or children
- Health Reimbursement Arrangement for out-of-pocket medical expenses up to 76% for employees and 38% for covered family members
- Free telehealth for all employees and family members
- Employer-provided life insurance and ADD
- 9 paid holidays + 1-week office closure at the end of the year, and 30 days paid time off per year
- 403(b) retirement option with employer contribution
- Individual and team professional development opportunities
- Casual, flexible work environment with a commitment to employee wellbeing and work/life balance, currently operating as hybrid in-person/remote
- For specific questions about Democracy NC's benefits, please contact Hannah James (HR Associate) at hannahj@democracync.org

How to Apply
Please send the following to jobs@democracync.org with the subject line "Development Associate:"
- Cover letter with an overview of your professional background and interest in the position
- Resume
- In your email, please share how you first learned about this position

Hiring Process
- Applications will be reviewed on a rolling basis with a priority deadline of January 27, 2023. The role will remain open until filled.
- Applicants whose skills and qualifications most closely match the needs of this role will be invited to participate in up to two panel interviews with Democracy NC staff in late January / early February.
- Job offers are contingent upon successful completion of reference and background checks. Only prior convictions that risk the safety of our staff or the security of the organization will be considered disqualifying.
- Should you require any accommodation during the application process, please contact Hannah James (HR Associate) hannahj@democracync.org and we will work with you to meet your accessibility needs.

Democracy North Carolina is an equal opportunity employer committed to workplace equity through ongoing learning, discussion, investment in training, and continual recommitment to our core values. Our organization considers applicants equally of race, color, creed, religion, sex, national origin, ability, marital status, age, gender, gender identity, sexual orientation, or prior record of arrest or conviction. We seek a workplace that reflects and embraces the full range of the nation and state's diversity.