

Job Description

Title: Development Associate

Position Status: Part-time (20 hours/week)

Reports to: Executive Director

Primary Function: The Development Associate will work under the Executive Director as part of Our VOICE's development team. Duties may include:

General

- Maintain good relationships with Our VOICE constituents (donors, Board ,volunteers, staff, community partners)
- Participate in staff meetings and represent Our VOICE on committees as necessary (Development Committee)
- Attend trainings/workshops as required to enhance job performance
- Provide monthly fundraising report to be presented at Board meeting

Fundraising

- Assist with creation and implementation of annual Fund Development Plan with Development Committee
- Implement Annual Campaign (calendar, mailing lists, letters, forms, response tracking)
- Manage donor database/ software
- Assist with training and support of volunteers in fundraising and special event activities
- Coordinate face-to-face solicitation of individuals, businesses, and faith communities
- Identify and pursue in-kind donations for ongoing needs and special events
- Research local, regional, and national foundation grants; maintain calendars of grant process, due dates and reports as well as assisting the Executive Director with writing grant proposals
- Plan and implement special events for agency along with Development Committee and non-agency volunteers
- Maintain online fundraising presence through third party fundraising websites (Firstgiving/Donate Now, etc.)
- Assist in coordination of special events (Survivor Art Show, Walk a Mile in Her Shoes, W.E.A.R. Asheville, etc.)

Marketing

- Monitor Social Media presence (Facebook, etc.) to promote events, update community, and recruit volunteers
- Assist in updating Our VOICE website with news, events, etc.
- Create Press Releases for special events and other campaigns of the agency
- Create and distribute the agency Annual Report with assistance from the Executive Director

Qualifications

- Bachelor's degree or 2 years experience in English, Business, Human Services or a related field
- At least one year of successful fundraising or non-profit experience, including special events logistics, creation of proposals, solicitation of in-kind donations and volunteer coordination

- Excellent organizational skills and time-management skills
- Ability to work under pressure
- Strong database experience using Excel. Proficiency with other Microsoft Office software including Word and Outlook.
- Experience recruiting, training and managing a volunteer program is desirable
- Ability to work flexible schedule
- Strong oral communications skills, including a professional telephone manner
- Commitment to the Our VOICE mission and values

This is a 20-hour/week position

Deadline for submission is June 14, 2013

Please submit cover letter and resume in PDF format to rvoice@ourvoicenc.org

Our VOICE is an EOE.

No phone calls please.