

**Fund for Southern Communities
Position Description**

Job Title: Development and Program Associate

Supervisor Executive Director

Employment Status: Part-time Temporary

Job Summary: The FSC Development and Program Associate will function as part of a team, working in all areas of the organization. Responsibilities include planning for and coordinating fundraising efforts and preparing grant and foundation requests. The Programmatic responsibilities include implementation of grant-making and other program and member-service related activities and coordinating the annual gatherings and special events. Also handles some administration duties related to the day-to-day office and programs operations.

Job Requirements:

- Progressive social change orientation necessary
- Excellent communication skills (both verbal and written)
- College degree required, Masters Degree a plus
- Thorough knowledge of the non-profit sector and philanthropic community
- Knowledge of Micro-soft Office and database software
- Ability to work within seasonal deadlines
- Must be self-disciplined & self-starter
- Ability to coordinate meetings and special events
- Knowledge of donor development and public relations
- Ability to handle multiple assignments/tasks
- Results oriented
- Professional appearance
- Good motivational and organization skills
- Substantial commitment of time, some night meetings, and travel (including weekends)
- Successful performance in a similar position demonstrating the ability to handle people, details and tasks
- Demonstrated ability to work with different types of people and organizations
- Successful experience in managing programs, staff, volunteers and working with a Board of Directors and diverse populations.
- Excellent motivational and organizational skills.
- Substantial commitment of time, including some travel, night and weekend meetings.

Mental Requirements

- It is crucial that the candidate be able to organize a variety of tasks and instructions
- It is imperative that the candidate be able to track multiple projects from start to finish

Job Responsibilities: Include but not limited to:

Development

- Development and cultivation of funding sources, including individual donors, foundations, and corporations
- Development and implementation of funding plan and strategies
- Development of written promotional and fundraising materials, including foundation grant proposals
- Manage donor database program and generate reports
- Implement donor, grantee and special events
- Coordinate mailings: direct mailings, fall ask, spring ask, special appeals, fundraising events
- Works with Donor Advised Funders

Programs

- Coordinating FSC's grant-making, including general grant cycles, staff grant awards and Donor Advised Fund grant making
- Coordinating FSC's Stakeholders gatherings, and other grantee technical assistance programs
- Managing the Sponsored Projects Program

Public Relations

- Coordinating the publishing of FSC's Annual Report, e-newsletters, and other needed materials
- Increasing general public awareness of FSC through appropriate activities
- Basic updates to the FSC web-site

Financial

- Ensures the preparation of acknowledgment and tax letters
- Development and implementation of funding plan and strategies
- Facilitate deposits into FSC accounts

Work in cooperation with the Executive Director to:

- Provide leadership toward implementing the mission and goals of FSC
- Represent FSC via personal contacts, networking opportunities, media, etc.
- Develop and monitor FSC's Annual Calendar/Work-plan
- Cultivate Individual Donors
- Be an advocate for FSC's mission and philosophy with donors, grantees and the public
- Represent FSC in philanthropic networks regionally and nationally, and promote the concept of community based philanthropy

Organizational Relationship

Works well with staff, Board of Directors and stakeholders

**** Position Description is Subject to Change ****