



“Change not Charity”™

Fund for Southern Communities Position Description

Job Title: Development Associate

Supervisor: Executive Director

Employment Status: Part-time Temporary

Job Summary: The FSC Development 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. Also handles some administration duties related to the day-to-day office 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

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 of written promotional and fundraising materials, including foundation grant proposals
- Manage donor database program
- Implement donor, grantee and special events
- Coordinate mailings: direct mailings, fall ask, spring ask, special appeals, fundraising events

Financial

- Ensures the preparation of acknowledgment and tax letters
- Development and implementation of funding plan and strategies

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

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