

Position Description

Position Title:	Development Associate
Reports To:	Development Director
Department:	Development
Status/Pay:	FTE 40 hrs; \$40,000 - \$42,000
Classification:	Exempt; In person position with some flexibility
GENERAL POSITION SUMMARY	

All children deserve to walk into the classroom feeling comfortable and confident. The Development Associate works to support all Note in the Pocket's fundraising and communication initiatives to help us meet and exceed our service goals. This position is critical to the success of the Triangle area development team for both in-house initiatives and events within the community.

The right candidate will have ample opportunity to advance their development knowledge in multiple areas of nonprofit fundraising and communication. The ideal candidate is organized, strategic, detail-oriented, energetic, self-motivated, flexible and able to balance multiple assignments. They will also take initiative to learn new skills and problem solve, as well as understand and anticipate needs. We are looking for candidates with some level of fundraising experience, either as a professional or volunteer, and who are committed to the organization's mission of clothing children and families with dignity and love.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.

Fundraising:

- Provide support for all Note in the Pocket fundraising and stewardship events.
- Cultivate and steward new and existing relationships.
- Oversee donor relations calendar and prepare donor stewardship reports.
- Manage constituent and donation entries to ensure consistency, prompt acknowledgment/reporting ability, and accuracy in all records.
- Run and distribute fundraising reports including monthly and year-end giving reports.
- Reconcile donations and gifts with the Finance Department, ensuring accurate tracking and reporting.
- Support research for and preparation of grant proposals. Work with the Grant team to draft initial grant applications and prepare supporting documentation. Manage and track grant reporting.

Communications:

- Represent Note in the Pocket at events and speaking opportunities.
- Assist in development and implementation of annual communication plan, internal and external communications strategies to increase community engagement and support for Note's mission.
- Research and implement best practices for website management, social media and other digital communications and marketing strategies.
- Create, design, and distribute regular content for social media, website, and email to promote Note's work and mission.

QUALIFICATIONS

A. Education

<u>Level</u>	<u>Area of Study</u>
X High School Diploma/GED	Required
X Associate Degree	
X Bachelor's Degree	Preferred
<input type="checkbox"/> Master's Degree	
<input type="checkbox"/> Other (must specify): _____	

B. Experience

1-2+ years of nonprofit fundraising and/or grant writing experience. Two years of data management is preferred. Previous coursework in nonprofit management, communications and marketing, and experience with fundraising/development are a plus.

C. Knowledge, Skills, and Attributes

- Proven attention to detail and organizational skills, including project management skills.
- Strong computer skills in databases, word processing, mailmerge, and spreadsheets; experience with donor management/finance software. Experience with LGL a plus.
- Highly organized team-player.
- Excellent communication and interpersonal skills.
- Tactful, congenial, self-directed, motivated, and proactive.
- Enthusiasm for the mission of Note in the Pocket.
- Graphic Design experience preferred. Experience with Canva, Mailchimp
- Flexibility, enthusiasm, and attitude of respect for working with diverse members, staff, volunteers, and visitors.

PHYSICAL REQUIREMENTS

This position requires (check all that apply):

- X Normal periods of sitting and standing in an office environment.
- X Extended periods of sitting at a workstation/desk in a warehouse environment.
- X Extended period of standing.
- X Lifting and/or pushing objects up to 25 lbs. on a regular basis
- X Lifting and/or pushing objects up to 50 lbs. on an occasional basis.
- Working with heavy machinery or equipment on regular occasional basis such as: _____
- Working outdoors in potentially inclement weather conditions.
- Working at heights of up to _____ feet.
- Other: _____

WORKING CONDITIONS

Work is performed inside a warehouse type building. Level of noise is moderate in work environment and temperature controlled.

SALARY AND BENEFITS

Full Time. Non-exempt

Commensurate with experience, within the range of \$40,000 - \$42,000

Benefits:

Note in the Pocket strives to offer a positive work/life balance to all our employees. In addition, our full-time employees are eligible for immediate enrollment in Organization benefits, which includes:

- Health Insurance, including \$500 annually toward an HRA
- Dental Insurance
- Life/Disability Insurance
- 10 paid holidays
- Up to 10 days of earned PTO per full year. (FTE)
- plus 5 additional days of sick/wellness days (pro-rated upon hire date)
- plus 1 floating Cultural, Spiritual, and/or Social Day off
- Paid time off starts accruing on day one of employment.

All the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties and responsibilities or requirements. Employees may be required to perform other job-related duties as requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Employee's Signature

Date

Supervisor's Signature

Date