

Junior League of Raleigh Job Description

Job Title: Development Associate
Reports To: Administrative Director, Funding Vice President, and President
Status: Contract (20-25 hours per week)
Application Deadline: March 5, 2016
Contract Duration: **Six months from date of contract with strong possibility of extension**

The Junior League of Raleigh seeks a part-time development associate. The Junior League of Raleigh (JLR) is a community-driven, mission-focused organization with a commitment to promoting voluntarism, developing leaders and improving the community.

PRIMARY RESPONSIBILITIES:

The development associate coordinator will work closely with the Funding VP and Funding Council members to develop funds for League operations and programs; to coordinate effective communication between League fundraising committees; and to build individual donor, foundation, and corporate relationships. The development associate works with both staff management and volunteer leadership in organizing and implementing all aspects of JLR's annual fundraising, corporate solicitations, in-kind solicitations, grant requests, and any other development activities, as created by leadership. This position has potential for growth.

Working with volunteer leadership:

- Develop a positive understanding of the League's mission, vision and services.
- Develop and implement strategies to increase Annual Fund revenue.
- Identify and cultivate individual donor, foundation, and corporate funding resources.
- Support fundraising event teams such as A Shopping SPREE! and Inaugural Ball by facilitating current relationships and garnering new sponsorships to exceed budgeted revenue goals.
- Establish metrics for measuring special events to determine viability, returns and efficiencies.
- Implement donor recognition and appreciation activities.
- Maintain office systems that support all fund development projects and operations, including donor and gift record-keeping for accurate and timely fundraising reporting.
- Train JLR leadership and members in fund solicitation and processes.
- Other projects as determined by the Funding VP, Administrative Director, and President.

SKILLS REQUIRED

- Bachelor's Degree
- Minimum of two years development experience.
- Ability to manage multiple events and programs simultaneously.
- Previous work on annual fund campaign preferred. (Maybe this is preferred but not required. Our annual fund is so different from others, I'm not sure if it'll matter a whole lot.)
- Special events background beneficial.
- Demonstrated professionalism in all aspects of work, particularly all confidential matters.
- Demonstrated knowledge of development protocols, including donor information management, gift acknowledgements, and donor stewardship. Strong written and verbal and communication skills, including grant writing experience.
- Ability to work effectively with donors, volunteers and staff.
- Ability to set priorities, multi-task, and meet deadlines.
- Knowledge of local, state and national philanthropic community.
- Working knowledge of fundraising databases.
- Some weekend, evening and night meetings and events required.
- Will require some extra work hours during peak fundraising event periods including A Shopping SPREE! and the N.C. Inaugural Ball.

HOW TO APPLY

Send résumé, cover letter, salary requirements and three references, preferably in one .pdf document, to jobs@jlraleigh.org by March 5, 2016. No phone calls, please.