We are seeking a Development Associate to become an integral part of our team! You will be responsible for behind the scenes donor recruitment, relations, donor database maintenance, event planning, fundraising strategy, and marketing materials creation. This is a half time hourly position (20 hours per week). Most of the time will be remote work from a home office, but a weekly face to face meeting with ED in Mooresville is required as well as phone and email contact as needed throughout the week.

**Responsibilities:**

* Interest and retain donors to support non- profit mission
* Become an expert on donor management database, Little Green Light
* Create reports, analyze data to support giving and impact of mission
* Provide development leadership and focus to staff and volunteers
* Behind the scenes donor relations
* Event planning and facilitation
* Creation of fundraising materials and mission centered marketing materials
* Creation and leadership of annual fundraising plan in collaboration with Executive Director
* Mission centered data analysis related to donors and program impact in order to create impactful stories and information.

**Qualifications:**

* Bachelors’ degree and experience in field of fundraising/development with non- profit organizations
* Previous experience with Little Green Light or other donor databases preferred. Will consider those without experience that have advanced computer skills.
* Experience with leading capital campaigns preferred
* Knowledge of excel, word, publisher
* Knowledge of online giving, social media campaigns, etc. to utilize technology to increase donors
* Independent worker that is internally motivated
* Experience in development and non- profit sector preferred
* Familiarity with creating marketing materials that are mission focused
* Deadline and detail-oriented
* Excellent interpersonal skills with staff, volunteers, and donors
* Excellent writing skills and story- telling experience
* Strong analytical and critical thinking skills
* Ability to artfully bring the mission to life through all forms of communication
* Keen sense of donor relations with regard to new donor recruitment and retention.
* Team player that is excited about potential growth of agency and program expansion
* Experience with grant management