

# **Development Associate**

**This position reports to:**

Executive Director

Board of Directors

**Job Summary:**

This person will plan and implement Council on Aging in Union County’s fundraising efforts; execute donor relations; research and develop Grant applications. The intent of this position is for it to grow into a full time viable position within the Council on Aging.

**Key Responsibilities:**

1. Coordinate, implement, and advance the organization’s overall fundraising efforts
2. Cultivate, expand, and nurture relationships with current and potential individual donors, corporations, and foundations
3. Identify, solicit, and secure grants from government agencies, elderly advocacy organizations, community partners, and corporations to support programs and services.
4. Create strategies and develop relationships to generate new corporate partners, planned giving, and major gifts
5. Solicit, coordinate, and expand corporate and event sponsorships
6. Coordinate donor recognition plans and activities, and manage positive donor relationships
7. Develop, cultivate, expand planned giving efforts with appropriate individual donors
8. Train and lead other staff and board of directors to support fundraising efforts

**Qualifications (Education, Experience, Knowledge, Skills):**

1. Four-year college degree preferred with at least three years of experience in development, donor relations, grant writing.
2. Exceptional communication skills, including writing/oral presentation and listening skills
3. Excellent leadership and management skills
4. Strong budgeting and planning skills
5. Exceptional time-management and organizational skills
6. Computer literacy with proficiency in e-mail, MS Word, Excel PowerPoint, and Publisher.
7. Present a professional physical appearance
8. Pass a criminal background and drug check
9. Must be positive, upbeat, energetic, and creative
10. Must have a heart for our aging population.

Council on Aging in Union County is a nonprofit as determined by the IRS (EIN 56-1081558)

1401 Skyway Drive, PO Box 185, Monroe NC 28111 704-292-1797

Please forward resume to Harris High, Board Chair [hbhigh@gmail.com](mailto:hbhigh@gmail.com)