

InReach is seeking a Development Assistant who will assist with fundraising events, donor database, volunteer coordination and scheduling/assisting with InReach’s Creative Arts endeavors (puppet show, pottery and dog biscuit sales).

**Contractor position One-year contract**

**$20/hour 20-25 hours per week**

*Successful candidates should be personable, energetic, professional, self-motivated, and detail-oriented.*

Job duties include, but are not limited to:

* Assist with all aspects of fundraising events including Crown Town Throwdown cornhole tournament, Dream Maker luncheon, and additional fundraisers (Cabarrus and Union County\*) as needed
* Serve as main point of contact for all volunteers, managing all elements of volunteer engagement including orientation, assessing and meeting organization’s needs through recruitment, placement and retention of volunteers.
* Manage social media accounts
* Create and send donor mail and email tax receipts
* Assist with layout and design of agency newsletter
* Assist Creative Arts Coordinator with scheduling and logistics of performances of “Troupe 801” puppeteers (approximately 2 performances per month)
* Assist with pottery and dog biscuit sales at pop-up shows and other sale venues
* Provide administrative support to the development team as needed
* Maintains highest level of standards in fundraising and development while adhering to ethical principles, acting with discretion and keeping information confidential

Requirements/Qualifications:

* Bachelor’s degree and preferably 2 or more years of fundraising experience
* Project management, event planning and volunteer management desired
* Familiarity and proficiency with basic Microsoft programs
* Organized, creative, flexible, detail-oriented
* Self-directed and motivated
* Ability to work in a team environment
* Ability to work in a fast-paced, change-oriented environment
* Requires travel to events and other functions
* Occasional evening and week work outside of regular business hours

\*InReach will cover mileage

**Please contact: Bill Cassidy, Human Resource Department (bcassidy@InReachNC.org)**