



## Development Associate - Job Description

The Development Associate is a full-time position reporting directly to the Vice President of Development. The position focuses on providing administrative support to the Development team, President/CEO, and Marketing Manager, including direct interactions with volunteers and donors. Primary responsibilities include managing data with GiveSmart CRM and supporting operations with both regular fundraising initiatives and special projects as a part of the On the Wing campaign.

### Essential Responsibilities

- Manage donor database GiveSmart, including updating records, running queries and reports, and exporting data for mailings.
- Process checks, pledges, and stock transactions and provide financial back-up to the Finance Manager and Director of Special Projects.
- Coordinate donor outreach and marketing initiatives including Carolina Raptor Center membership, Support a Species, Donor Flock, Release a Raptor, the Golden Eagle Society, and special events.
- Draft, prepare, and mail donor correspondence including direct mail appeals, acknowledgements, updates, e-newsletters, and social media content.
- Prepare reports for internal evaluation and external transparency, including data for the Development Committee of the Board of Directors and Campaign Committee.
- Schedule and coordinate donor site-visits at the Raptor Trail, Raptor Hospital, and Quest Nature Center at Latta Nature Preserve.
- Conduct research on individuals, corporations, and organizations for giving and sponsorship opportunities.
- Assist with special events, grant applications and reporting processes, and other projects as needed.

### Knowledge, Skills, and Abilities

- High school degree required. Undergraduate degree and/or two years of non-profit work experience preferred. Interest in animal welfare and conservation a plus.
- Attention to detail when working individually or with others, flexibility with adjusting to evolving priorities, and commitment to thinking creatively to solve problems.
- Ability to utilize tact, diplomacy, discretion, and good judgement, especially when exposed to sensitive or confidential donor information/materials.
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, and external partners.
- Adheres to the Association of Fundraising Professionals' Code of Ethics and "Donor Bill of Rights" with a personal interest in animal welfare and conservation
- Proficient with computers and digital programs, specifically with Microsoft Office Suite, Adobe Creative Suite, and Canva.

Full details online at <https://carolinaraptorcenter.org/job/development-associate/> including priority review deadline of July 31. Interested individuals should submit a cover letter and resume to [rkoch@carolinaraptorcenter.org](mailto:rkoch@carolinaraptorcenter.org).