



Development Associate Job Description



Role

The development associate provides direct support to the Development Director in the implementation of the Catawba Lands Conservancy and Carolina Thread Trail's fund-raising program. This individual is responsible for prospect research, researching and writing grants, grant reporting, coordinating fund-raising events and programs, coordinating and implementing annual fund campaigns. The development associate reports to the Development Director.

Responsibilities

Grants

- Identify and secure foundation and government grants for Catawba Lands Conservancy and the Carolina Thread Trail; research, write, monitor grants as well as report on grant initiatives.
- Assist the land protection team in seeking and securing grants and public capital for land conservation projects, including capital from the NC Clean Water Management Trust Fund.

Private Funding

- Conduct preliminary research on prospective corporate, foundation and individual donors.
- Maintain records of all donors in Sage database, making sure all records are accurate and current; make additions and updates as needed.
- Oversee donor thank you process (input gifts into database, send thank you letters within 48 hours, deliver donor info to Executive Director or Board member for phone call).
- Partner with the Development Director to grow membership and advance donor participation by capitalizing on communications efforts.

Events

- Assume primary responsibility for development-related special events, including prospecting programs, Catawba Society update events, Catawba Society appreciation events, Catawba Corps events, corporate breakfasts and supporter appreciation functions.
- Coordinate with the Communications Director on event-related coverage for community events, special events.
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fund-raising events.

Administrative

- Handle printing and fulfillment of mailings (newsletters, appeals, event save-the-date/brochure, invitations, etc.)
- Manage all corporate and donor collateral materials and solicitation procedures.

Additional

- Support the Executive Director, Development Director, Boards and staff as required.

Qualifications

- Excellent oral and written communication skills
- Attention to detail
- Experience/ability to organize events

- Volunteer management experience a plus
- Proficient with Word, PowerPoint, Excel and Publisher, database management experience
- Knowledge in Adobe Creative Suites a plus
- Experience with donor research.
- Strong organizational skills and a disciplined approach to work and problem solving.
- 4 year bachelor's degree required
- Ability to organize and prioritize work
- Ability to work independently with little supervision