

**Job Title:** Development Associate



**Reports To:** Development Manager

**Schedule:** Monday – Friday

**FLSA Status:** Non-Exempt

**Type:** Full Time

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**Summary:** This position will oversee grant writing and donor stewardship activities, as well as assist with aspects of the direct mail plan, while maintaining the vision, mission, strategic directions and guiding principles of the Humane Society of Charlotte under the supervision and guidance of the Development Manager.

**Essential Duties and Responsibilities Include:**

- Edit and update direct mail communications and bi-annual newsletter in conjunction with direct mail provider and internal staff members
- Monthly update of HSC donor acknowledgement templates (word and email)
- Create, develop, and copy-edit communications including narratives, reports, letters and emails
- Create, design, proof and deploy emails in Constant Contact
- Create and send donor mail and email tax receipts according to the Donor Stewardship Plan and Gift Acknowledgement Process guidelines
- Generate reports, imports/exports and mail merges for gift acknowledgements using donor management software, DonorPerfect Online
- Manage and train volunteers to assist with mailings
- Oversee multi-year grant relationships, including new applications and reporting
- Lead the coordination and writing of all grants, proposals, reports, and cases for support, including corporate, foundations, and non-profit working in conjunction with other members of the Development team
- Research funding sources for current, expanding and new programming and develop relationships with funders
- Maintain a written and working grants schedule and track progress with each proposal

- Track proposal results, compile data and prepare reports as needed
- Maintain and manage HSC's membership with Foundation Search database
- Maintain working relationships with staff to understand their departmental needs and obtain data needed for grant purposes
- Provide administrative support to the development team members as needed
- Assist and attend development events as requested

**Knowledge, Skills & Ability:**

- Bachelor's degree in fields related to public administration, marketing, non-profit management, communications, or other related study.
- Minimum 2 years in development /fundraising with grant writing experience
- Strong writing skills and copy-edit experience preferred
- Knowledge of fundraising principles and techniques
- Ability to analyze data and make recommendations
- Self-motivated, well organized, detail oriented, and able to effectively work independently and within a team framework
- Goal oriented, committed to excellence and results
- An exceptional ability to build/maintain relationships and foster collaboration with staff, external donors, partners, board members and volunteers
- Strong interpersonal communication skills required, as well as a high skill level in written and verbal communication
- Capable of balancing multiple priorities, with limited resources, in a fast-paced environment
- Must have a great sense of humor and enjoy working in a relaxed office environment
- Have a valid driver's license and a reliable mode of transportation
- Willing to work flexible hours as needed including evenings and weekends
- EOE

**Work Environment:**

- Exposure to high noise levels
- Comfortable interacting with dogs and cats

**Physical Demands:**

- Must be able to lift/move up to 25 lbs.

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I understand the job duties and responsibilities as described above and can perform all tasks as outlined.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_