

## **Development Associate**

Reports To: President and CEO

Status: Exempt

**SUMMARY:** The Development Associate is responsible for the functions of the Development Department, including engaging direct donors, volunteers, the community and staff in the programs and outreach of the Urban League of Central Carolinas. This position creates, implements and manages donor campaigns, while also identifying and engaging high level donors and organizations in collaboration with the President.

### **DUTIES AND RESPONSIBILITIES:**

- Works with President & CEO to create and manage the financial development plan for ULCC as approved by the President and board.
- Works with President & CEO to develop systems and manages resources needed to carry out the financial development plans.
- Works with President & CEO to review and update appropriate fundraising policies and procedures for the organization.
- Tracks all gifts and pledges by source and purpose and provides reports as needed.
- Directs donor campaigns and relationship building with all levels of donors, including individual, corporate, and faith-based donors.
- Follows-up with donors via written and verbal communication to thank and continue their engagement with the ULCC.
- Identifies and uses Development Success Stories as appropriate with donors and customers.
- Utilizes the ULCC team to support the development work of the agency.
- Prepares and coordinates proposals for grants from private foundations and government sources with support from the appropriate Directors.
- Develops and implements a portal for volunteer relationships opportunities and training.
- Works with President & CEO to develops processes and is actively involved in identifying, cultivating, and soliciting major gift prospects.
- Maintains database resource file on top community leaders and sustained contributors
- Secures corporate sponsors for development events.
- Participates in the event planning process from beginning to end in collaboration with the Event Planner or Event Committee.
- Performs all other duties as assigned.

#### **Our Values**

*Character · Competence · Communication · Commitment · Compassion · Accountability · Integrity*

#### **Our Mission**

*ULCC's mission is to advocate for and equip African Americans and all underserved communities with the tools to achieve social and economic equality*

## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience – Bachelor’s degree in Liberal Arts, Communication, Fund Development, Community Organizing or a related field required. Minimum two (2) years of professional experience fund raising at a foundation, or other not-for-profit organization is required.
- Language Skills – Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
- Other Qualifications - Valid driver’s license is required; Overnight stays may be necessary.

## **COMPETENCIES:**

- Mission Advancement: Incorporates the ULCC’s mission and values into the organization’s vision and strategies. Ensures community engagement. Leads a culture of volunteerism ensuring engagement, inclusion, and ownership. Leads a culture of philanthropy.
- Collaboration: Advocates for and institutionalizes inclusion and diversity throughout the organization. Initiates the development of relationships with influential leaders to impact and strengthen the community. Is recognized as an inspirational community leader who navigates complex political and social circles with ease. Communicates to engage and inspire people within and outside the ULCC.
- Operational Effectiveness: Possesses penetrating insight and strong strategic and critical thinking skills. Invests resources in well-designed innovation initiatives. Creates a structure to deliver organization-wide results to achieve objectives. Develops and implements stewardship strategies. Determines benchmarks and ensures appropriate leadership to meet objectives.
- Action Oriented: Ability to effectively manage complex projects and thrive in a fast-paced environment. Is action oriented and full of energy for the things seen as challenging. Seizes more opportunities than others. Reacts quickly to critical situations.

## **COMPENSATION:**

Salary and eligible incentive structure based on individual and organizational performance metrics.

If interested submit cover letter and resume to [stacey.martin@urbanleaguecc.org](mailto:stacey.martin@urbanleaguecc.org)

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