



IT TAKES LITTLE TO BE BIG

**Big Brothers Big Sisters of the Triangle is growing its Development Team! If you believe:
Our Kids Need Us. Our Values Connect Us. This Moment Requires Us.
We want you on our Team!**

AT A GLANCE:

[TITLE]: Development Associate

[LOCATION]: Hybrid – Mostly in-office located at 808 Aviation Parkway Suite 900 Morrisville, NC 27560 (Currently 3 days in office/2 days remote – first two weeks 4 days in office/1 day remote for training and learning BBBST culture).

[DATE POSTING CLOSURES]: Résumés will be reviewed on a rolling basis with preference given to those received by March 31, 2024. Position will remain open until filled.

[ESTIMATED/IDEAL START DATE]: May 6, 2024

[SALARY]: \$40,000-\$45,000 annually

[BENEFITS]: Comprehensive benefits package including but not limited to medical, dental, and life insurance. Additional benefits are covered at the end of this job description.

[SCHEDULE]: Monday-Friday, 40 hours a week, with occasional evening and weekend availability for committee meetings and fundraising events.

[COVID-19 considerations]: Masks and social distancing are recommended, but not required.

THE ORGANIZATION

For more than 23 years, Big Brothers Big Sisters of the Triangle (BBBST) has been Eastern North Carolina's premier mentoring organization, defending the potential of the future leaders of our community by matching youth (Littles) with committed adult mentors (Bigs). Each time BBBST pairs a child with a role model, we start something incredible: a one-to-one relationship built on trust and friendship that can blossom into a future of unlimited potential. We believe that all youth have the ability to overcome obstacles, and we advocate for them to explore the endless possibilities of what they can accomplish. We create mentoring relationships that ignite the power and promise of youth and develop a village of support that helps maximize the likelihood that a Big Brothers Big Sisters relationship will thrive.

THE POSITION:

Position Overview: The Development Associate (DA) will have a critical role in building and sustaining our annual, diversified fundraising and marketing campaigns. They will collaborate with the Director of the Development (DOD) to ensure effective and timely donor stewardship and cultivation, while also maintaining pristine records, including but not limited to managing the agency's donor database (Salesforce); creating acknowledgment letters; coordinating donor benefits and deliverables, and maintaining accurate reports of donor communications and

outreach. The DA will assist in implementing and enhancing engagement and fundraising initiatives with the goal to grow annual revenue to \$1.5 million over the next three years and grow and nurture our philanthropic partnerships. They will have the ability to work with a high degree of independence, ownership and accountability while maintaining a clear vision of how each project supports the agency's mission.

Performance Measures: During onboarding, the DA will receive a 30-60-90 plan along with the performance measures for successfully completing the 90-day probationary period. Thereafter, the DA will work with the DOD to develop quarterly fundraising and performance goals based upon the agency's strategic framework.

Passion for the Mission: The Development Associate will embrace and embody the mission of Big Brothers Big Sisters of the Triangle and its commitment to empowering and inspiring every young person to reach their full potential. They will flourish in a mission-driven environment, working at a local affiliate agency of a national organization while continually innovating to help expand the reach of the BBBST.

Commitment to justice, equity, diversity, and inclusion (JEDI): It's not enough to say we are committed to (JEDI). We have to work intentionally and diligently to bring about change. To empower the potential of all young people, we have to ensure all young people have the opportunity to have a strong mentoring relationship in their lives. We are actively working to promote justice, equity, diversity, and inclusion throughout our organization. This commitment extends not only to an inclusive hiring and recruitment practice, but also to the policies, processes, and procedures that our staff, families, mentors, donors, and community partners rely upon to create connections within the Triangle communities we serve. The Development Associate will embrace, reflect, and advocate for this commitment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

GIFT PROCESSING & DATABASE MANAGEMENT (30%)

- Serve as the donor database expert, developing consistent systems for accurately inputting and tracking donations and troubleshooting technical questions (database is Matchforce built on the Salesforce NPSP platform).
- Maintain accurate donor records, updating individual records, contact preferences, new addresses, campaigns, and other details and accurately enter gifts that come through direct mail, DAFs, grants, and other giving portals (Classy, OneCause, Benevity, etc.); coordinate with the DOD to reconcile weekly and monthly fundraising revenue.
- Prepare lists and reports in the database for donor segmentation; direct mail; lapsed donors; fundraising results, forecasting, and dashboards; pledges; campaigns, etc.
- Prepare and send donor gift acknowledgement letters and partner with the DOD to identify top prospects and develop personalized strategies of engagement for donors across all campaigns, initiatives, and events.

EVENTS & PROJECTS (30%)

- Assist DOD in the management of all fundraising events for the agency including logistical support, guest management, and post-event activities.

- Design and create fundraising campaigns in the agency's online giving platforms, currently Classy and OneCause, and serve as the platform expert for the Development Team.
- Serve on event committees and manage a portfolio of donors for each event ensuring the agency achieves its targeted event income through new donor acquisition, engagement, and stewardship.
- Research new fundraising opportunities to grow individual and corporate giving, specifically in relation to events.
- Assist in maintaining the Development Team's digital filing system and assist the Development Team with other tasks as needed and duties as assigned.

COMMUNICATIONS & MARKETING (25%)

- Partner with the DOD to create solicitation and year-round engagement strategies for current and prospective donors, including direct mail, email, online, and marketing
- In partnership with the DOD and the Social Media Specialist, create empowering and inspiring marketing content, promotional materials, emails, and social media that positions BBBST as the premier mentoring agency in the Triangle.
- Keep the BBBST website up-to-date (currently WordPress).

GRANTS (15%)

- Maintain a small grants portfolio, researching, writing, and submitting grants proposals and reports to perspective funders.
- Prospect and identify new grant opportunities aligned with the agency's mission.
- Assist DOD in tracking and managing grant deliverables, deadlines, and reporting requirements.

QUALIFICATIONS

REQUIRED

- Minimum 2 years of nonprofit fundraising experience with a comprehensive understanding of gift processing principles and practices.
- Minimum 1 year of experience administering a donor database or CRM.
- Experience communicating with diverse stakeholders in a variety of methods including face-to-face and email and has stewarded respectful relationships with donors, colleagues, and community member of a variety of backgrounds.
- Competency in data management, Microsoft and Google Suites, and social media channels.
- High ethical standard and ability to maintain donor confidentiality, along with high attention to detail, and the ability to produce clear documentation.
- Ability to align work objectives with the development department and agency strategic plan.
- Can demonstrate active and attentive listening skills and verify understanding.

PREFERRED

- Bachelor's degree.
- Prior Salesforce experience.

- Events management experience.
- Grant writing experience.

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position.

Equal Employment Opportunity

It is the policy of Big Brothers Big Sisters of the Triangle to provide equal employment opportunities to all candidates and all employees without regard to race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; genetic information; disability; citizenship status; military status; veteran status; or any other category protected by law.

Americans with Disabilities Act

Employee must be able to perform all essential job functions, with or without reasonable accommodation.

TO APPLY

Email a cover letter explaining why you're interested in this position, your résumé, and contact information for 3 references **as one pdf or word document** to vdavis@bbbstri.org: with **"Development Associate"** as the email subject.

- Incomplete submissions and/or submissions that do not follow directions outlined above will not be considered.
- Due to the volume of applications, calls and additional inquiries about this position unfortunately are not able to be returned.

TIMELINE/PROCESS

Applications will be reviewed and processed on a rolling basis with preference given to applications received by **March 31, 2024**.

The hiring process typically entails the following steps, with the assumption that the candidate meets the criteria for moving forward to the next step:

1. Review of application materials: *Only applicants who meet all required qualifications & follow application directions will be considered.*
2. 30-minute Zoom interview with Director of Development.
3. 1-hour in-person interview with Director of Development.
4. 30-minute in-person interview with the Leadership Team (Director of Development, CEO, and VP of Programs).
5. Reference checks for final two candidates.
6. Verbal offer extended, pending background check.
7. Written offer extended.

ADDITIONAL INFORMATION

Job Type: Full-time, exempt

Benefits:

- Health insurance
- Vision insurance
- Dental insurance
- 11 Paid holidays + 1 floating holiday of the employees choosing
- Paid vacation, sick and personal time. Vacation time increases with years of service.
- Retirement plans
- Long & Short term disability
- Unemployment compensation
- Worker compensation
- Professional Development funds, including educational expenses such as textbooks & tuition reimbursement
- Eligibility for Public Student Loan Forgiveness (PSLF)
- Flex time & comp time policies
- Bereavement, Parental, medical and military leave policies
- Limited ability to support VISAs

**Eligibility for these benefits is dependent on a variety of factors, as such these benefits are not guaranteed. Applicants who are offered employment will be informed of the additional benefit programs for which they are eligible. Benefits are provided based on the budget, which can change annually.*