



## **Development Specialist**

**Reports To:** Director of Development

**Status:** Exempt

### **ORGANIZATION SUMMARY:**

Junior Achievement of Central Carolinas (JA of Central Carolinas) empowers students to build financial health and make positive financial decisions that impact their future. Through Junior Achievement's experiential learning programs, students develop skills in financial literacy, entrepreneurship, and work readiness. Thanks to support from corporate and community partners, JA of Central Carolinas engaged more than 22,000 K-12 students across North and South Carolina last year.

### **POSITION DESCRIPTION:**

This position is responsible for working as a key member of the Development team, the Development Specialist will play a crucial role in supporting the fundraising and development efforts of JA of Central Carolinas. Working closely with the Director of Development, this position will be involved in coordinating fundraising activities, managing donor communications, and providing administrative support to ensure the success of fundraising campaigns. The ideal candidate possesses strong organizational and analytical skills, attention to detail, and a passion for nonprofit work. This role conducts prospect research, maintains the donor and funding database, and provides general administrative support for the Development team.

### **KEY RESPONSIBILITIES:**

- Manage the development databases and Shared Drive to assure all donor information, prospect plans, and gifts received are recorded, tracked, and reported in a timely and accurate manner. Ensure data integrity.
- Manage donor correspondence, including acknowledgment letters, thank-you notes, and regular updates.
- Understand the fundraising cycle, while emphasizing relationships and building long-lasting partnerships.
- Assist in the creation of fundraising materials, including appeal letters, brochures, and newsletters, to effectively communicate the organization's mission and impact to donors.
- Conduct research on prospective donors, foundations, and other funders as directed by the Director of Development. Prepare reports showing donor segmentation, analysis, etc.
- Support the planning and execution of fundraising events, including logistics.
- Assist in donor stewardship activities, coordinating donor recognition initiatives, organizing donor appreciation events, and ensuring timely and personalized donor acknowledgments.
- Assist in tracking fundraising progress, preparing reports, and analyzing data to evaluate the effectiveness of fundraising efforts and inform future strategies.
- Provide administrative assistance to the Development team, including scheduling meetings, preparing agendas, and maintaining fundraising calendars.
- Manage grant timelines, submissions, and report completion. Writes and submits some reports as assigned and ensure timely completion of reports by others.
- Support key communications and marketing activities including newsletter content, social media content, and website updates.

### **QUALIFICATIONS:**

- Minimum of 3 years of experience in a corporate or non-profit administrative role.
- Strong oral, written, and organizational skills.
- Demonstrated ability to work in a high pressure, fast paced environment managing multiple tasks and meeting deadlines in a timely and accurate manner.
- Strong skills with all Microsoft Office applications and familiarity with nonprofit fundraising and database platforms.

- Strong intuition and interpersonal skills with demonstrated customer focus in dealing with a variety of constituents.
- Demonstrates excellent judgment and decision-making skills.
- Possesses interpersonal skills that allow him or her to interact with potential donors and the general public.
- The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds).

### **THE PACKAGE:**

At JA of Central Carolinas, you will have access to competitive benefits, including health insurance, 401K, and generous paid time off, in addition to a base salary. This position is full-time, in-person, located at JA of Central Carolina's TowneBank Opportunity HQ in Camp North End, Charlotte, North Carolina.

### **EQUAL OPPORTUNITY EMPLOYER:**

JA of Central Carolinas is an equal-opportunity employer committed to diversity and inclusion in the workplace. JA prohibits discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, and local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff recall, leave of absence, compensation, benefits, training, and apprenticeship. Junior Achievement of Central Carolinas makes hiring decisions based solely on qualifications, merit, and business needs at the time.