

**Florence Crittenton Services  
Position Description**

**Job Title:** Development Assistant

**Department:** FCS Development Department

**General Description of Duties:**

The Development Assistant will provide support to the agency's Public Relations and Development department, and CEO as needed. As a critical member of the administrative and development team, this position is responsible for donor acknowledgments, donor relations, assisting with special events and grants.

**Line of Authority:**

The Development Assistant reports directly to the Development Director.

**Job Classification:**

Full time, non-exempt

**Specific Duties and Responsibilities:**

- Perform various tasks as related to the development and administrative departments
- Prepare donor acknowledgement letters
- Input donor information into donor database
- Conduct foundation and corporate prospect research
- Prepare and write letters of inquiry, grant proposals and reports, and event sponsorships
- Solicit in-kind donations as needed
- Facilitate tours of facility and programs for audiences including, but not limited to current donors, potential donors, and volunteers
- Donor and Volunteer development/communications/acknowledgement as needed
- Assist development team with development special events and activities
- Help coordinate social media efforts and online asks
- Help coordinate and produce development materials
- Help to manage calendar for donor solicitations, follow-ups, grant proposal submissions, report due dates, and other fundraising-related deadlines
- Cross train in development functions
- Other duties as assigned as necessary

**Qualifications:**

- Exceptionally strong English written communication skills
- Grant writing experience a plus
- Demonstrated ability to multi-task to meet deadlines
- Excellent technology and computer skills required; experience with Mail Chimp and Photoshop a plus
- Social media campaign management experience

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- Customer service skills required
- Public speaking skills
- Experience with nonprofit fundraising and/or special events as staff or volunteer a plus
- Must be a self starter
- Ability to be flexible (some nights and weekends)
- Must be able to work as part of a team
- Strong interpersonal and organizational skills with a customer focused attitude
- Commitment to and passion for Florence Crittenton Services' mission, goals and values

**Education:**

Four year college degree

**About Florence Crittenton Services:**

Founded in 1903, Florence Crittenton Services of North Carolina is a non-profit organization that helps pregnant and non-pregnant yet at-risk girls and women by providing comprehensive medical and prenatal care, social, educational, adoption and parenting support services and substance abuse intervention, treatment and prevention. FCS' five core values are: Compassion, Respect, Inclusion, Accountability and Hope.

**How to apply:**

Email a cover letter and resume to [alee@fcsnc.org](mailto:alee@fcsnc.org). Include a comment as to why Florence Crittenton Services is of interest to you.

**Florence Crittenton Services is an Equal Opportunity Employer.**