

PALMETTO FAMILY COUNCIL

Development Associate

Reports to: President

Position Summary

The Development Associate is responsible for administrative aspects of development.

Position Scope

The Development Associate plays an important role by providing administrative support to the President and the Director of Operations in donor relations, direct mail and special events.

Principal Duties

- Conduct donor relations scheduling with the President.
- Prepare acknowledgement letters and other donor related correspondence.
- Assist with donor acknowledgements by other means (email, telephone).
- Assist with updating and correcting database records.
- Conduct research on prospective foundation and individual donors.
- Coordinate production and mailing of spring, fall and year-end appeal programs.
- Answer donor questions regarding tax deductibility.
- Maintain guest lists, prepare and disseminate sponsorship materials and other duties as assigned for spring fundraising reception.
- Handle administrative details associated with Board Development Committee meetings (i.e. prepare and distribute notices, agendas, minutes, etc.).
- Other duties assigned by the President or Director of Operations.

Preparation and Knowledge Preferred

- Associate's or Bachelor's degree in a related field.
- A minimum of two years' experience in an administrative or public relations position, preferably in a not-for-profit development office
- Proficiency in Microsoft Word, Excel, databases, CRM
- Experience in customer relations/sales
- Excellent verbal and written communications skills
- Ability to organize and prioritize work
- Ability to work independently with little supervision
- Excellent interpersonal skills, particularly telephone skills
- Commitment to the Mission and Core Principles of Palmetto Family

Work Schedule

This is a part-time position (approximately 15-20 hours per week) that requires the ability to work a flexible schedule, including some evenings. A mutually agreed upon schedule, including the feasibility of telecommuting, will be developed with the President.

Salary and Benefits

Salary varies based on experience. This position does not include healthcare or retirement benefits.

Application Process

Please send resume and detailed cover letter, including salary requirements to: Dr. Oran P. Smith, President, Palmetto Family, oran@palmettofamily.org. Email submissions only.