Title: Development Associate  
Reporting Relationship: Chief Development Officer  
Location: Georgia  
Starting Salary: $60,000

Job Summary  
The Development Associate plays a critical role in assisting the Chief Development Officer (CDO) to raise the financial resources to sustain and grow the organization. The Development Associate ensures that RCI meets and exceeds our fundraising goals by providing outstanding support to the Development Department and affiliated volunteers and committees. Under the leadership of the Chief Development Officer, the Development Associate provides excellent donor stewardship by overseeing the donor database, correspondence and acknowledgments to donors and events communication and tracking. This person plays a key role in the success of RCI fundraising events.  

The Development Associate will be based in Georgia, with preference given to candidates living in within 25 miles of the coastal Georgia region.

Responsibilities  

Database  
- Manage donor portions of the CRM database, including developing protocols for data entry.  
- Process donations and enter appropriate data. Ensure the accuracy of the database.  
- Reconcile donations in the database with the financials, working closely with the Director of Operations.  
- Maintain foundation, corporation, and individual donor files in EveryAction (CRM), SharePoint, Microsoft Teams, and Asana.  
- Manage relationships on the database and communicate accordingly with various stakeholders.  
- Develop and produce appropriate reports and dashboards for management.

Acknowledgments  
- Oversee the acknowledgment program to donors.  
- Send out personalized acknowledgments within 3 days of gift receipt.  
- Explore innovative acknowledgment strategies including automated replies, email, text, and phone calls for engagement and connections to donors.  
- Update acknowledgments templates and forms every six months.  
- Ensure accuracy in all acknowledgment documents.

Events  
- Provide support for fundraising events including but not limited to:  
  - Event creation and management within CRM  
  - Budget tracking  
  - Scheduling  
  - Work with participants to gather detailed information (e.g.):  
    - Table seating  
    - Meal preference  
    - Logos  
    - Payment
Coordinate travel and logistics needs for participants, board members, and donors

Acknowledgments

Grant Correspondence
- Work with the Development team and stakeholders to ensure that all grants contacts, correspondence, and information are:
  - Tracked, including making sure all stakeholders know upcoming deadlines for reports and deliverables.
  - Signed and dated.
  - Filed in the database.
  - Deliverables entered in EveryAction.
  - Shared with the appropriate people in the organization.

Analysis
- Create monthly fundraising reports and dashboards.
- Conduct preliminary research on prospective corporations, foundations, and individual donors.
- Run reports using EveryAction CRM and DonorSearch as needed for analysis.

Administrative Support
- Provide administrative support as needed to the Development Department to include such things as the following:
  - Email communication
  - Scheduling
  - Analysis and creation of reports
  - PowerPoint creation or modification for presentations
  - Minutes of meetings
- Participate and support organizational efforts to promote and develop Diversity, Equity, and Inclusion (DEI) within the organization and across all aspects of its work.
- Participate in and acquire the necessary training and maintain knowledge of DEI-related issues and apply best practices.

Other Duties as Assigned

Qualifications
- At least three years of experience in a nonprofit development department.
- Meticulous attention to detail, excellent organizational skills, and ability to set up and follow systems allowing organized and efficient workflow.
- Ability to independently manage projects and meet deadlines.
- Commitment to doing excellent work, particularly in producing materials for donor outreach.
- Willingness to work in collaborative teams.
- Willingness to propose and implement new ideas.
- Skill in coordinating activities with a wide variety of stakeholders
- Skill in developing and implementing short- and long-range plans
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with RCI’s senior leadership, Board of Directors, Leadership Council, donors, partners, and staff
• Excellent judgment and creative problem-solving skills with the ability to make decisions in a changing environment and anticipate future needs
• Unimpeachable ethical standards, confidentiality, and personal integrity
• Proficient in Microsoft Office and EveryAction (or comparable CRM)
• Alignment with the mission of the Rosalynn Carter Institute for Caregivers
• Commitment to and promotion of RCI’s values (empathy, advocacy, equity, collaboration, community, knowledge)