



5535 Albemarle Rd, Charlotte, NC 28212
Telephone: (704) 376-1600 ♦ Fax: (704) 376-8627

POSITION NOTICE

Annual Fund and Donor Relations Specialist

Full-time Position Available
Posted: September 2022: Open Until Filled

Charlotte Center for Legal Advocacy, non-profit provider of civil legal assistance to low-income persons in Charlotte region, seeks a full-time Annual Fund and Donor Relations Specialist. The Annual Fund and Donor Relations Specialist supports and grows the Advocacy Center's annual fundraising activities by managing activities including direct mail appeals, monthly giving programs, individual level donor solicitations, annual fund volunteer solicitors and management of development systems. The Specialist enhances annual fund donor stewardship, relationships and donor cycle. This is a full-time exempt position reporting to the Development Director. More information about the Advocacy Center can be found on its web page, www.charlottelegaladvocacy.org.

The Annual Fund and Donor Relations Specialist will:

Individual Donor Cultivation and Solicitation

- Engage in and be responsible for all aspects of the donor development cycle for annual fund donors including donor identification, cultivation, solicitation, acknowledgment, and stewardship.
- Work with Development Director to cultivate new donors, retain existing donors, and inspire donors to move up the pipeline to major gifts.
- Responsible for all levels of direct mail, and organization campaigns works with communication specialist on electronic appeal solicitation campaigns.
- Lead fundraising projects, monthly giving programs, special appeals, Peer to Peer and organization fundraising, outside events and other elements that support the annual fund.
- Individual solicitation of gifts between \$250 and \$2500.
- Develops individualized cultivations plans for all donors in portfolio.
- Manages portfolio of prospects and midlevel donors and reports monthly to Director of Development
- Conducts prospect research as needed.

Campaign Coordination

- Coordinate all aspects of fundraising and stewardship events with mission driven programming.
- Coordinate organization contacts, strategy and goals for law firm and other organization specific campaigns
- Write inspiring annual appeals efficiently, contributes content for agency newsletters, and ongoing email communications to keep our donors engaged.

Donor Stewardship

- Communicates personally with donors about areas of interest and Advocacy Center case for support
- Thanks donors in thoughtful, creative ways.
- Conducts 5-10 donor calls weekly and 10-20 in virtual/in person meetings each quarter.
- Develops strategies for timely stewardship of mid-level donors.
- Must establish knowledge on current local and national issues related to Advocacy Center mission.
- Manages gift entry and donor database to ensure accurate donor records and gift acknowledgement procedures and comprehensive reporting.
- Assumes other tasks and responsibilities as assigned

Qualifications

- Bachelor's Degree or equivalent training or experience;
- Minimum three years of non-profit development or donor management experience;
- Effective oral and written communication skills;
- Excellent interpersonal skills;
- Excellent organizational skills and attention to detail;
- Project and data management skills; and
- Intermediate to expert proficiency in Microsoft Office software, especially Excel, Word and Outlook.

Start Date

Position to begin immediately.

Classification

The position is a full-time salary exempt position. Full-time, annual salary \$45,000 - \$55,000 (depending on experience); generous leave and benefits.

To Apply send all of the following:

- (1) a detailed letter explaining your qualifications for and interest in this specific position and organization, in which you describe your qualifications for this program, experience with low-income individuals, and other relevant information;
- (2) a resume;
- (3) a writing sample; and
- (4) names and telephone numbers of three references to: Administrative Manager, Charlotte Center for Legal Advocacy, by email to careers@charlottelegaladvocacy.org or by mail to P. O. Box 28229-5558 Charlotte, NC 28212, email is preferred. Form letters and inquiries not containing this information will not be considered.

Charlotte Center for Legal Advocacy is an equal opportunity employer. Veterans, women, minorities, and disabled persons are encouraged to apply.