

**North Carolina Council of Churches  
Development Assistant  
Job Announcement**

**Hours:** Ten hours per week. The position is based in Raleigh.

**Salary:** \$10,000 - \$10,685, depending on qualifications and experience.

**Reports to:** Deputy Executive Director

**DESCRIPTION**

With nearly eight decades of progressive activism, the North Carolina Council of Churches remains the leading faith-based ecumenical voice for social justice in North Carolina. As an organization, we are particularly concerned about people who are vulnerable and may be marginalized. Our work includes programs dedicated to legislative advocacy, immigration, farmworkers, care of creation, voting rights, food, peace, and making churches and congregations healthier places for faith leaders and congregants.

The Council seeks a Development Assistant to help grow its current outreach to donors including individuals, organizations, foundations, congregations, and other faith communities.

**JOB RESPONSIBILITIES**

**Donor management**

- Assist with semi-annual appeal
- Send acknowledgments
- Assist in identifying potential new funders (including foundations) as well as existing funders who could increase their gift
- Assist with organizing donor recognition
- Assist with annual report
- Maintain and access donor information with specificity, accuracy, and confidentiality

**Covenant Partners**

- Manage administrative responsibilities including letters, certificates, and follow-up for renewals, identifying liaisons, etc.
- Assist with identifying potential Covenant Partners based on involvement with the Council, interest from clergy, activity of church committees in our program areas, etc.
- Assist in maintaining contact with Covenant Ambassadors

**QUALIFICATIONS**

**Required:**

- Four-year college degree
- Experience in fundraising, either paid or volunteer
- Proficiency in MS office and with Salesforce or other comparable database
- Ability to work collaboratively and respectfully with others

- General agreement with the NCCC's mission for Christian unity and social justice
- Willingness to undergo a criminal background and/or credit check

**Preferred**

- Affiliation with a faith community that is part of the NCCC's membership and familiarity with other NC faith communities
- Proficiency with WordPress and iContact
- Excellent writing, speaking, relational skills
- Experience working with faith communities and/or nonprofit organizations