

Development Associate

Apparo is a 501c3 nonprofit organization whose mission is to empower local nonprofits through technology that enhances their missions. We are the go-to provider of technology strategy, implementation, consulting and support services for nonprofits in the Charlotte area. Apparo convenes the nonprofit and corporate technology sectors, delivering solutions that multiply nonprofit effectiveness for a better Charlotte. www.apparo.org

Position Description

Summary

The Development Associate (DA) reports directly to the Director of Financial Development. The position is an integral member of the Development and Fundraising Team, responsible for managing development CRM related to all Development activities including the processes and procedure of internal communication supporting fundraising programs.

This position manages securing and management of the individual bidding and donation software, logistics for Individual Giving campaigns, and assisting DOFD with the execution of events. The DA is the Development lead support for Salesforce and Constant Contact platform functionality. This role helps identify and secure in-kind donations and auction and raffle items. In addition, working with the CIO Host Committee and DOFD to identify, market, coordinate, and schedule CIO Experiences. The DA is responsible for managing the entire online auction including emails and bidding support.

This position works collaboratively with the DOFD, Sponsorship Manager and the Marketing team to ensure appropriate donor management, recognition, and reporting. The DA will be responsible for organizing logistics and executing communications of events based on timelines.

Essential Functions

50% Development Data Management and Administrative Support

- Responsible for integrity of all Development related data
 - Maintain Salesforce platform with Development/Fundraising updates and changes to constituent information, including sponsorships and contributed revenue information, contact information, changes in contacts, addresses, etc.;

- Update Constant Contact and other files on an ongoing basis;
 - Ensure that all prospects are recorded in Salesforce and coded appropriately;
 - Reconcile Salesforce reports with DOFD and Finance manager
- Donor Services – manage (push) data to effectively support efficient moves management activities
- Provide administrative support to DOFD
 - Provide administrative support for the Philanthropic Leader Society
 - Oversee CRM tracking of fund receipts
 - Oversee the donor acknowledgement process
 - Coordinate the implementation of individual giving campaigns
 - Implement the giving calendar timeline established by DOFD
 - Coordinate communications (emails, social media) efforts in conjunction with Marketing
 - Coordinate and communicate campaign results

45% Event Support

- Execute event administration, including the ConnectivIT Series, CIO Insights, Impact Breakfast and other events as assigned;
 - Assist the Director of Financial Development with logistics as needed (planning guest parking, venue considerations, catering, etc.)
 - Execute RSVP and communications
 - Administer constituent management assignments
 - Drive follow-up activities, including debriefings and thank you letters
 - Manage appropriate digital platforms to support event registrations
- Supervise Auction Committee
 - Responsible for securing auction and raffle items
 - Responsible for leading committee meetings and keeping records of items-received
- Manage CIO Experiences online auction
 - Responsible for creating 10+ CIO Experience event packages – confirming participation with CIO Host Committee volunteers and willing nonprofit partners

5% Miscellaneous

- Miscellaneous tasks as assigned to support the mission of Apparo and its fundraising activities.

Knowledge, Skills and Abilities

Specific minimum competencies required for job performance:

- Must be a positive, flexible, and outgoing person with the ability to work in a changing environment, identify and manage priorities, and focus with ease and comfort;
- Must be a strong team player with the ability to work effectively in a group and independently;
- Must be very organized, focused, and results and deadline driven;
- Must be able to take the initiative and “make things happen” with timelines and deadlines
- Must be comfortable working with constituents from all industries, including Fortune 500 companies as well as other nonprofit agency partners

Minimum Qualifications

Minimum level of education and experience required to perform the job:

The Development Assistant must have the following:

- Minimum of Associates Degree; 4 year degree preferred;
- Intermediate technology skills and experience with CRM/donor management systems and Microsoft Office, specifically Excel
- Salesforce experience is critical or the ability to rapidly become an expert
- SharePoint knowledge is required
- Constant Contact experience a plus.

Success Factors

Personal characteristics that contribute to an individual's ability to excel on the job:

- Outgoing personality and excellent communications skills;
- Ability to identify priorities, take initiative and manage multiple projects / tasks;
- Fast learner and interest in technology and the nonprofit community
- High attention to detail, superb organizational skills, and project management ability
- Proven ability to identify, prioritize and manage multiple projects and task

Working Conditions

Apparo has an open office environment and offers alternative work areas when necessary, such as small conference rooms and flexibility to work remotely when pre-approved; occasional local travel to meetings, seminars, and events is required and is a routine part of fundraising and development.

Principles & Values of the Office Environment Under Which This Position Must Be Comfortable and Willing to Operate:

- We are committed to being a high performance team that supports each other to achieve fulfillment from our work together.
- We assume positive intentions behind each other's' words and actions. When issues occur, we meet and resolve them promptly and directly. We:
 - Talk straight and share issues directly with each other
 - We do not talk about our teammates when they are not present
 - When we have questions about things, we raise them with our respective teammates
- We are responsible for seeking clarity of our teammates' role responsibilities to maximize collaboration.
- When things get stressful or chaotic, we call a "time out" to give one another space to re-group and re-think.
- We are committed to creating a highly effective team for all team members: full-time, part-time and temporary
- We hold ourselves and teammates accountable to conducting efficient and productive meetings. We:
 - Manage our own calendar availability (schedule travel time, working blocks, lunch breaks; decline or counter-offer meeting requests as needed, etc.)
 - Check our teammates' calendars for availability before requesting
 - Invite meeting participants as either "Required" or "Optional"
 - Respect defined start and end times
 - Use devices only to support the meeting agenda
 - Call attention to the agenda when 'rabbit holes' occur
- We end meetings and discussions with clarity by answering the following questions:
 - What decisions did we make?
 - Do the decisions align with both Apparo's 1) mission and 2) strategic priorities? If so:
 - What are the action items?
 - Who are they assigned to?
 - When are they do?
 - Who do we need to communicate with about the decisions?

If Interested:

Please email resume, cover letter (detailing relevant past experience) and 2 references to the attention of Development at info@apparo.org Only people selected for interview will be contacted. All resumes received will be held on file for consideration for 12 months from the date receipt. *Inquiries from direct applicants only preferred – no recruiters or phone calls please.*