



POSITION TITLE: Development Associate

REPORTS TO: Director of Development

The Development Associate position will work closely with the Director of Development and other team members to implement strategies for donor cultivation, solicitation and stewardship and will represent the Endowment and protect the reputation and integrity of the Endowment by adhering to the Association of Fundraising Professionals' Code of Conduct.

POSITION RESPONSIBILITIES

Donor Relations

- Conduct research within database to identify donors for cultivation, solicitation and stewardship
- Visit with donors across the Upstate and Midlands to build and maintain relationships
- Steward donors by promptly acknowledging gifts
- Accurately record all donor interactions

Administrative

- Execute monthly renewal procedures
- Run processes to acknowledge major gifts
- Create special gift acknowledgments, including IRA distributions, soft credits, memorials and honorariums
- Maintain donor records
- Work with Director of Development and other team members to implement fundraising strategies
- Run queries for development team meetings
- Assist with answering phones and respond to donor inquiries
- Submit weekly call reports to Director of Development and Executive Director

Events

- Plan donor-focused events in the Upstate as needed
- Participate in all regional fundraising and stewardship events

PERSONAL SKILLS AND QUALIFICATIONS

- Superb donor service skills via phone, online and in-person
- Proficiency in Microsoft Word, Excel and Outlook required
- Previous database/data entry experience preferred; Raiser's Edge experience a plus
- Strong written and verbal communication skills
- Demonstrated organizational and time management skills
- Ability to multi-task and meet deadlines
- High energy, outgoing, team player and passionate about SCETV and SC Public Radio

Applicants are asked to submit a cover letter, resume and list of references to Jami Wood Emory, Director of Development, ETV Endowment of South Carolina, Inc. via email at jemory@etvendowment.org.

The ETV Endowment offers a comprehensive benefits package. Candidates must consent to a drug screen, credit check and criminal background check.