

ETV Endowment of South Carolina, Inc.

Position Title: Lowcountry Development Associate

Reports to: Planned Giving Officer

Position Summary:

The Lowcountry Development Associate is a full-time position reporting to the Planned Giving Officer. This position will also work closely with the Director of Development and other team members to implement strategies for donor cultivation, solicitation and stewardship. The Lowcountry Development Associate will be responsible for conducting research within our database and nurturing relationships with existing and prospective donors.

The Lowcountry Development Associate will provide support to the Endowment office and will help plan and participate in all regional fundraising activities, including screenings, special events and donor/public relations. This Lowcountry Development Associate will represent the Endowment and protect the reputation and integrity of the Endowment by adhering to the Association of Fundraising Professionals Code of Conduct.

This position is located in the Charleston area but requires travel around the state, as needed.

Qualifications:

- Bachelor's degree
- 1-3 years professional experience in a development position
- Professional attitude and appearance
- Exceptional written and oral communication skills
- Organized, able to handle details while pursuing overall goals and able to adapt quickly to a new organization
- Ability to cultivate and nurture relationships and maintain a high level of productivity for donor contact and personal visits
- Proficiency with Microsoft Office applications
- Proficiency with Raiser's Edge a plus
- Ability to multi-task, meet deadlines and function as part of a team

If you meet the stated qualifications, we welcome you to apply. Submit a cover letter, resume and references to the attention of Leigh Yarbrough at lyarbrough@etvendowment.org. EEOE. Salary is commensurate with experience, and the ETV Endowment offers a comprehensive benefits package. Candidates must consent to a drug screen and credit, driving record and criminal background checks.