

## **Conservation Trust for North Carolina Philanthropy Associate Job Description**

Conservation Trust for North Carolina (CTNC) seeks candidates for the position of Philanthropy Associate.

**Position Title:** Philanthropy Associate

**Starting Salary:** Up to \$40,000 annually

**Position Location:** Triangle-based, currently hybrid in-person/remote with approximately 2 days per week in-office

**Target Start Date:** ASAP

**Reporting Relationship:** The Philanthropy Associate reports to the Director of Philanthropy and works closely with the Executive Director and Director of Community Innovation.

### **CTNC's Commitment to Diversity and Inclusion in the Workplace, and Race Equity Practice:**

Conservation Trust for North Carolina values diversity in all its many forms: diversity of demographic identity, experience, and thought. We seek to create an inclusive work culture where all staff and board members are valued for the diversity they bring to the organization.

We are committed to conserving land in ways that inspire and enable people to build resilient, just communities. We commit to using our institutional power and influence to push for systemic change where all people – regardless of race – share in the benefits of land conservation. At the personal level, we call upon all staff and board members to commit to ongoing learning about racial oppression and ongoing efforts to realize racial equity in conservation. To do this, we're committed to our own process of transformation and holding ourselves accountable to leading with values instead of outcomes. We measure our success by how well we live up to our values and how much we change the future through applying those values to conservation actions.

**Position Summary:** The Philanthropy Associate position serves a vital role in the day-to-day operations of the Philanthropy Department toward achieving an annual goal of \$1,000,000+ in contributed revenue. The Philanthropy Associate will be responsible for cultivating and stewarding donors to reach at least \$75,000 raised annually toward the overall goal.

The Philanthropy team is responsible for meeting fundraising metrics and goals through effective and efficient management of CTNC's donor stewardship and sustainer programs, constituent management, and prospect research. This position will serve in a public-facing role regularly interacting with prospects and donors through digital and in-person opportunities. The ideal candidate will demonstrate enthusiasm for CTNC's mission, vision, and goals as well as excitement to advance their career in philanthropy and donor stewardship. CTNC has set ambitious goals to grow the organization over the next two years. If the Philanthropy team is able to meet or exceed these goals, there is potential for this position to advance to an expanded philanthropy role with additional responsibilities.

### **Core Responsibilities**

#### **Philanthropy and Donor Cultivation and Stewardship (70%)**

- Work closely with Director of Philanthropy to implement a MOVES Management system, serving as an active prospect identifier, targeting prospects for personal visits, creation, and maintenance of proposals, and making connections between and among people, events, and programs
- Manage donor stewardship process from prospect, to gift entry, through batching and acknowledgment of gifts made including production of letters and making phone calls

- Support the Director of Philanthropy and Executive Director in developing, maintaining, and strengthening long-term relationships with existing donors, donor prospects, and intermediaries (wealth and philanthropic advisors)
- Oversee the process for and manage stewardship and growth of the monthly sustainer program
- Initiate and update regular donor research and produce actionable donor outreach lists monthly for the Director of Philanthropy and Executive Director
- Provide accurate and frequent reporting of metrics and fundraising progress toward goals through gift summaries, reports, and dashboards
- Assist with logistics, planning, and outreach for events and programs
- Collaborate with colleagues across departments to carry out strategies and activities to increase donor and member value, loyalty, and engagement

#### **Database Management (15%)**

- Track timely and accurate donor information, gift entry, and communication history in Raiser’s Edge database
- Produce and deliver timely and accurate lists and queries in a publication-ready format as requested
- Support timely and accurate production of fundraising analysis reports for use by leadership, development staff, committees, and board members
- Maintain database integrity with ongoing record review, update, and, if needed, removal of constituents
- Create “look-alike” prospect lists from wealth screening tool to begin targeting for cultivation

#### **Administrative (10%)**

- Collaborate with Finance Department in providing timely reconciliation of contributed revenue
- Process and deposit non-contributed revenue checks and payments
- Manage the development and/or preparation of printed materials, digital materials, meeting information and needs, and special event items as requested and in support of the Philanthropy Department, Management Team, and Board of Directors
- Pick up mail from the Post Office Box/Deliver mail and packages to the Post Office as necessary
- Organize and coordinate special events not directly related to fundraising (e.g., board meetings)

#### **Professional Development (5%)**

- Actively engage in ongoing race equity education
- Stay abreast of developments and best practices in fundraising, including reading pertinent books, periodicals, and publications
- Stay attuned to Raiser’s Edge software updates, emerging donor steward best practices, and ways to effectively use donor tracking tools to capture data and steward donors

#### **Qualifications**

This position may be seen as an entry into the field of nonprofit fundraising and management. While candidates with philanthropy experience may exhibit the qualifications listed below at the outset, we are open to applicants who lack specific philanthropy experience but show the motivation and aptitude to learn and grow quickly into this role.

Required:

- Interest and ability in stewarding donors and raising funds to support CTNC's mission, vision, and goals
- Strong organizational and analytical skills, high degree of focus, and extreme attention to detail
- Commitment to excellent donor customer service
- Ability to communicate effectively with donors in both written and verbal media
- Self-starter with drive and ability to maintain focus and work independently without direct supervision
- Ability to produce accurate and timely philanthropy-related correspondence to donors, prospects, and lapsed donors
- Ability to think critically about ways to improve CTNC's donor stewardship program
- Ability to retrieve, analyze, and synthesize information to create accurate reports and lists
- Ability to prioritize and meet multiple deadlines
- Ability to travel outside of the Triangle for overnight trips 2-3 times per year

Preferred:

- 1-2 years of experience in a communications, fundraising, or other people-management role
- Familiarity with Raiser's Edge NXT or equivalent database tools and/or software and wealth screening tools and/or software
- North Carolina notary (or interest in becoming one)

\*CTNC uses Raiser's Edge NXT by Blackbaud as its donor management software. Prior experience with Raiser's Edge is preferred but not required for this position. If the finalist does not have prior REXXT experience, CTNC will provide the necessary training to gain proficiency and certifications.

**Essential Needs**

- Equipment/Software:
  - Must have access to reliable internet/wifi if working from a home-office
- Physical Demands:
  - Must be able to sit/stand at a computer and type for long periods of time
- Transportation:
  - Rental car will be provided for travel outside the Triangle, but candidate must provide their own transportation to/from CTNC's Raleigh office

**Benefits:** In addition to salary, CTNC employees are eligible for a 403(b) retirement plan, long-term disability insurance, access to 24/7 employee mental health assistance, and group health insurance or health savings account. CTNC currently offers 9 paid holidays, 3 paid floating holidays, vacation, personal leave, bereavement leave, sick leave, and short-term disability leave. Beyond standard benefits, CTNC encourages and provides funding for all employees to continually participate in anti-racism work, training, and learning, and to pursue opportunities for individual professional development.

**Applications will be accepted until the position is filled.** To apply, submit one document that includes your cover letter, resume, and three references via email with the subject line Philanthropy Associate Application to:

Amy Smith  
 Director of Philanthropy  
[asmith@ctnc.org](mailto:asmith@ctnc.org)

*Conservation Trust for North Carolina is an Equal Opportunity Employer and values diversity of all kinds in its workforce. CTNC prohibits any discrimination in carrying on its mission on the basis of race, color, religion, sex, age, national or ethnic origin, disability, sexual orientation or marital status. This includes all programs, projects, events and any other related activity sponsored by CTNC.*

*Given the sensitive nature of this work and the financial responsibilities of the position, CTNC routinely completes a background check on each staff member as a condition of employment. Special consideration will be given to different situations on a case-by-case basis.*

**CTNC's Current Statement on the Impact of COVID-19:** CTNC follows CDC, other federal, and state guidelines and requirements related to novel Coronavirus pandemic recovery and adapts workplace policies to the changing realities. While CTNC does not currently mandate COVID-19 vaccinations for its staff and volunteers, we highly encourage all who can to be vaccinated for the safety of themselves, colleagues, their families, and the communities we serve. Based on self-reporting, 100% of current staff are fully vaccinated against COVID-19. The final candidate will be expected to complete a confidential self-attestation form as a condition of hiring.