



Development Associate Position Description

Conservation Voters of South Carolina is the political voice of South Carolina's environmental community. CVSC is a bipartisan, non-profit organization that, along with its sister organization the CVSC PAC, passes laws that protect our environment, elects pro-conservation candidates, and holds elected officials accountable. The CVSC Education Fund also works to educate and engage South Carolinians "to protect the South Carolina we love." We effectively fight for our air, land, and water through bipartisan and pragmatic political action.

Scope of Position: CVSC seeks a highly motivated, detail-oriented fundraiser to coordinate the organization's direct mail, online fundraising, and event-based fundraising efforts that target "supporter" level gifts at \$1000 and below. The right candidate will be a self-starter with excellent written and oral communications skills and demonstrated fundraising experience. The position reports to the Development Director and coordinates with the Database Manager and other members of the operations team. The Associate is also expected to perform other duties as needed in accordance with the successful operation of a non-profit organization.

Location: Based in South Carolina, with option for remote working from within the state. CVSC has a physical office in Columbia. Occasional day and overnight travel may be required.

Specific Responsibilities

- Raising financial support from existing CVSC supporters (annual giving of \$999 or less) through quarterly supporter renewal process.
- Collaborating with project staff to identify opportunities and implement activities to attract new supporters and/or transition activists into financial supporters of the organization.
- Effectively communicating CVSC's programmatic priorities to supporters through written communications - including fundraising emails, renewal letters, direct mail appeals, and stewardship materials – in order to retain and increase gift levels.
- Supporting the fundraising activities of Board Members and the Development team.
- Creating monthly and quarterly reports tracking fundraising efforts and performance.
- Generating acknowledgement letters, and preparing weekly contribution reports.
- Researching, tracking, and preparing reports on major donor, corporate and foundation prospects, using tools such as WealthEngine.
- Providing support for organization events including managing vendor contracts and communicating event logistics and details with CVSC staff and partners

Required Qualifications

- At least 1-3 years of experience in fundraising, development, sales, or similar field.
- Strong written and verbal communication skills that translate into compelling fundraising pitches, effective fundraising asks, and meaningful donor communications

- Strong attention to detail, fast learner, exceptional organizational skills, and an ability to consistently meet deadlines.
- Familiarity with and competency in database management
- Strong computer skills, including proficiency with Word and Excel software

Preferred Skills and Qualifications:

- A passion for conservation and environmental efforts to protect our air, land, and water.
- Emotional intelligence, interpersonal skills, humor, humility, compassion, patience, self-awareness, adaptability, and persistence.
- An ability to multitask and to creatively and proactively solve problems and make decisions.
- Proven ability to work well within a team, and with individuals, both internal and external, from diverse backgrounds.
- A commitment to diversity, equity, and inclusion - a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, gender identity, religion, ability and socio-economic circumstance.

Work environment: CVSC is a mission-driven organization whose staff are deeply passionate about advancing environmental policy in a just and equitable way. We are seeking another effective, productive, enjoyable, and highly ethical member of the team who will take responsibility and leadership for implementing assigned tasks

Terms of employment: Based in South Carolina, the position is full-time, contingent on continued funding (grants and individual donations). This includes a 40- hour workweek with the need for flexible scheduling, depending on the nature of an issue or timeframe. Occasional out of town and overnight travel may be required.

CVSC is an Equal Opportunity Employer committed to a racially just, equitable and inclusive workplace.

Salary/Benefits: CVSC offers a competitive non-profit sector salary for this position in the \$40,000 - \$45,000 range, depending on qualifications. CVSC also offers a robust benefits package that includes full health, vision, dental, and short-term disability insurance, retirement contributions, and generous vacation and state holiday schedules.

Application Instructions: Please submit your resume and a cover letter that addresses how your expertise matches the job description and why you want to work to protect the air, land, and water of South Carolina to jobs@cvsc.org with **Development Associate** in the subject line. The position will remain open until filled.