



Conversation Voters of South Carolina Development Associate

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 organizations the CVSC Education Fund and the CVSC PAC, passes laws that protect our environment, elects pro-conservation candidates, holds elected officials accountable, and educates and engages South Carolinians "to protect the South Carolina we love." We fight for our air, land, and water through bipartisan and pragmatic political action.

Scope of Position: Assists the Development Director with all fundraising and development activity for the family of organizations, focusing primarily on the membership level donors (\$250 and below). Responsibilities include identifying, cultivating, soliciting and stewarding membership level donors and building enduring relationships for the family of organizations, securing business sponsorships and the execution and continuous growth of annual events and house parties, ensuring consistent management and data entry in CVSC's donor database, creating and managing a fundraising pathway that links Action Team members, online activists, and others to our fundraising initiatives, increasing membership through online fundraising efforts, and providing support to the Development Director, Executive Director, Board members, and other senior staff in their fundraising work. The Development Associate is also expected to perform general administration duties as needed in accordance with the successful operation of a small non-profit organization.

An ideal candidate will have a strong belief in and passion for the mission of CVSC, will be detail-oriented, have a track-record of building enduring relationships within his/her/their community, will be a team player, with a good sense of humor, and impeccable work ethic.

Location: Work is based in Columbia, SC, however day travel may be required.

Duties and Responsibilities: The Development Associate provides administrative and fundraising support to the Development Director and Executive Director. Duties and responsibilities include, but are not limited to:

Fundraising

- Retaining and attracting CVSC members (annual giving of \$250 or less). Responsible for renewal processes on a quarterly basis
- Preparing online and direct mail fundraising appeals and other fundraising content
- Creating and pulling newsletter, member renewal, and other lists and preparing mailings
- Tracking board and staff fundraising efforts and supporting their activities (as assigned by Development Director) with materials, updates, and reports
- Making direct asks for membership and in-kind contributions, primarily via phone

Database Management

- Updating, cleaning and maintaining donor records in Every Action, CVSC's donor database and communications management system
- Tracking direct mail and email campaigns and producing reports
- Researching, tracking, and preparing reports on major donor, corporate and foundation prospects, using tools such as WealthEngine.
- Enhancing and maintaining individual, corporate, and major donor data in Every Action
- Onboarding new Action Team event attendees and working with Development Director to create and execute an effective pathway to move these individuals from advocacy to charitable giving.

Communications

- Coordinating volunteers and interns to assist with mailings, major donor research, and events
- Preparing written content for fundraising emails, renewal letters, direct mail appeals, and other member and prospect communications
- Preparing materials and pulling data for events, coordinating follow-up calls with staff, assisting Development Director and other staff with event logistics/details, and preparing assigned event-related materials

Gift Processing and Acknowledgment

- Processing contributions and preparing weekly contribution reports
- Entering all new contacts and gifts into Every Action
- Generating and distributing acknowledgement letters
- Updating all acknowledgements seasonally

Required Qualifications

- Demonstrated commitment to conservation
- 1-2 years experience in fundraising and development
- Excellent verbal and written communication skills, phone demeanor, and interpersonal skills
- Ability to multi-task and prioritize a number of projects, while working under pressure with tight deadlines
- Ability to self-motivate to establish, track, and achieve a wide range of goals and objectives
- Ability to work independently
- Sense of humor
- Comfortable making direct asks for contributions
- Proficiency and substantial experience with standard office productivity software and equipment such as Microsoft Office programs (Excel, Word, Powerpoint), copiers, scanners, email programs, etc.
- Familiarity with and competency with database management, specifically for member and donor management
- Proficiency with, or ability to quickly learn, online membership and email platform operation (for example - NGP, EveryAction, Phone2Action, etc.)

Wages/benefits/work environment:

This is a leanly-staffed, fast-paced organization whose staff has enthusiasm for the mission and tasks of CVSC. We are seeking another effective, productive, enjoyable, and highly ethical member of the team who will take responsibility and leadership on implementing assigned tasks and growing the development program.

Terms of employment

40 hour work week with need for flexible scheduling depending on the nature of an issue or timeframe. Occasional out of town travel required.

Position is full-time, contingent on continued funding (grants and individual donations).

CVSC is an equal opportunity employer.

This is a full time position reporting to the Development Director. The position is based in Columbia, SC, requiring flexibility for travel throughout the state. This position offers a competitive salary and benefits package depending on experience.

To Apply

Please submit a writing sample, resume, and a cover letter that addresses how your expertise matches the job description electronically to meredith@cvsc.org with Development Associate in the subject line.

This position is open until filled.