

## **League of Women Voters of South Carolina Job Description**

Title: Development Associate

Status: Contractual (part-time equivalent)

Reports to: League of Women Voters of South Carolina Board of Directors

Function: To develop and execute the plan to meet annual fundraising goals.

### Duties

Develops a plan and underlying strategies to achieve an annual fundraising goal. (Plan components include direct mail, on-line giving, and any grants, special events, and/or major donor/board personal solicitation.)

Designs and executes a direct mail campaign. Prepares letters, obtains vendor estimates, and selects and works with a printer/mailing service.

Identifies donor prospects inside and outside of LWVSC membership.

Develops a plan to cultivate existing donors and move them up the giving ladder. Arranges for or makes personal solicitations.

Researches grantor prospects from family, community and other foundations. Writes grants.

Develops and/or oversees the coordination of relationships with donors and grantors.

Plans and executes any special events (e.g. house parties, cultivation events, Zoom or special event fundraiser).

Promotes planned giving.

Works with the Communications Director to develop promotional materials and incorporate the use of various media to further fundraising efforts.

Monitors and evaluates fundraising results and makes course corrections to the annual plan as needed. Prepares monthly reports for the Board of Directors.

Works with the board of directors to educate them on and utilize them in their fundraising roles.

Maintains a donor database, tracking contributions over time. Acknowledges all donations.

Qualifications:

3-5 years' non-profit fundraising experience  
Bachelor's Degree or equivalent experience  
Excellent communication and interpersonal skills  
Data management and analytical skills  
Familiarity with the South Carolina fundraising landscape

Desired: Familiarity with the League of Women Voters

Other:

Works remotely, attending virtual board meetings and occasional in-person board meetings in Columbia, SC, as able

Must be able to begin work by July 1, 2024

Compensation: Flat fee for services rendered ranging from \$25,000-\$30,000 annually, depending on experience

To apply, send a cover letter and resume to Nancy Williams at [president.lwvsc@gmail.com](mailto:president.lwvsc@gmail.com) by April 25.

3-22-24