



**POSITION TITLE:** Development Associate

**LOCATION:** Upstate Forever Greenville or Spartanburg office (hybrid-remote schedule)

### **POSITION SUMMARY**

The Development Associate will assist in achieving Upstate Forever’s vision and goals for the Upstate and related strategies and initiatives associated with development. Reporting to the Assistant Director of Community Relations and Development, this position handles administrative tasks associated with development operations, including being the point person on programs and events. This position is being listed at full-time, however, part-time work (at least 30 hours per week) will be considered on a pro-rated basis.

### **KEY RESPONSIBILITIES**

- Responsible for the administrative duties related to soliciting and acknowledging all donations; prepares renewal letters for review and mailing.
- Point person in planning, organizing and conducting special fundraising events (including the ForeverGreen Annual Awards Luncheon, Wyche Society events, and the Annual Meeting).
- Coordinates field trips for members targeted for twice annually.
- Assists with the maintenance, retention and recruitment of members by assuring accurate membership records utilizing the donor database.
- Engages in research projects designed to help expand the base of support and secure new supporters, working with the assistant director.
- Works with the Assistant Director, and other UF staff to ensure that details of board meetings and other board functions are handled effectively. This includes meeting coordination as well as administrative tasks (taking minutes, etc.).
- Proposes and assists in implementing strategies to acquire new members and to increase the levels of support provided by existing members.
- Assists UF programs in their events and logistics as needed.
- Performs such additional other work as may be assigned.

### **QUALIFICATIONS**

- Degree from accredited college OR relevant work experience to gain the skills needed
- Strong organizational skills and attention to detail
- Experience in program/event logistics
- Excellent interpersonal skills
- Ability to handle confidential data appropriately
- Ability to “manage up” when appropriate
- Strong database skills
- Knowledge of Word, Excel and other commonly used office software programs
- Professional maturity and a sense of humor



- Travel – capable of independent travel around Upstate Forever’s 10-county region. Weekend work is needed on rare occasions, and overnight travel is limited primarily to conferences and professional development opportunities. A reliable vehicle, valid driver’s license, and appropriate vehicle insurance are required for travel to sites throughout our 10-county service area.

## COMPENSATION AND BENEFITS

- \$48,000 starting salary – negotiable depending on experience.
- Benefits include health and dental insurance, paid time off/paid holidays, paid sick time, and a 401K with employer contribution.
- Flexible workplace and scheduling (in accordance with company policy – the normal expectation is that staff are available during the standard workday for meetings and responses to time-sensitive requests).

**To apply, upload a cover letter and resume to the job posting at <https://upstateforever.bamboohr.com/careers/23> by 5:00 p.m. on April 30, 2024. No phone calls, please. A limited number of candidates will be interviewed, tentatively scheduled to take place sometime in early May. A hiring decision is anticipated by the end of May to accommodate a June start date.**

- COVID-19 precautions: To protect the safety of our employees considering the recommendations from the State and Federal Governments because of the COVID-19 pandemic, Upstate Forever strongly encourages all employees to receive COVID-19 vaccinations.
- Remote work policy: Subject to coordination with and approval by supervisor, an employee may regularly work remotely up to four days per week and is required to work from the office one day per week, in addition to attending necessary internal and external in-person meetings. When working remotely, employees must clearly communicate their availability and means of being contacted. Likewise, employees must be reasonably accessible and responsive to internal and external communication. Employees are responsible for their own phone and internet expenses enabling remote work.
- DEI Commitment: Upstate Forever is committed to diversity, equity, and inclusion. We are taking deliberate steps to build authentic community partnerships and cultivate new leaders at all levels of our organization – from our membership to our staff to our board – to ensure that we better represent the community we serve.