



**ACTIVATE
GOOD**
people-powered
projects for good

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Fund Development Associate

About Activate Good

Activate Good is a 501c3 tax-exempt public charity founded in 2005. We believe we all have a responsibility to work towards a better world. That's why Activate Good improves our community through people-powered projects for good. Our long-term vision is a world in which all people realize and act on their power to improve their communities. We work towards our goals by:

- Connecting individuals, groups, and companies to volunteer needs with nearly 600 partnering nonprofits and community organizations in the greater Triangle area, NC.
- Empowering the next generation of young volunteers and community leaders through our Youth Volunteer programs.

Learn more about us at www.activategood.org.

To apply, all candidates must submit their information via our application form located at <https://activategood.org/who-we-are/our-team/join-our-team/>.

Emailed applications cannot be accepted at this time due to volume. Thank you for your understanding and cooperation.

Overview

The **Fund Development Associate** reports directly to the Executive Director to support implementation of the organization's fundraising and donor stewardship initiatives, and lead Triangle Businesses for Good programming.

Overall, tasks may range from general fundraising administration to day-of event support. It is important that the individual in this role is able to not only learn our programming and revenue structures quickly to best understand how to maintain our data, but also have a keen attention to detail that lends itself to an ability to properly maintain the CRM. However, while data is pivotal, it is also important for the Associate to be comfortable speaking to people about and on behalf of our mission (Board, donors, companies, etc.).

This is currently a full-time role expected to work 30 hours per week, averaging 6 hours per day Monday through Friday. Time spent virtual or in-person may vary week to week based on need. Some evening or weekend support may be required for events.

Responsibilities

Fundraising

As a member of the fund development team, this role is expected to support reasonable direct fundraising

activities, with an ideal annual net value coordinated and determined with the Executive Director. This goal can be achieved through solicitation for cash donations, in-kind donations, sponsorships, and memberships for Triangle Businesses for Good. Other opportunities may be available (grantwriting, etc.) based on an individual's unique skills and background. The individual may focus efforts on general fundraising and/or by selecting an Activate Good program that they are passionate about and feel equipped to steward.

Triangle Businesses for Good

- Collaborate with the Executive Director to maintain and strategically grow TBG.
- Steward member relationships:
 - Engage members for the purpose of attendance at TBG meetings and events, Days of Service, and more.
 - Develop and implement programming for TBG quarterly, including service projects and networking events, coordinating with the Programs team as needed and appropriate.
- Lead planning and implementation of TBG's annual Summit, which typically engages an Event Planning Committee for support.
- Collaborate with the Executive Director to engage new businesses as potential members.

Stewardship, Outreach & Events

The individual in this role will support in the following areas:

- Maintain regular acknowledgement of funders and donors, as assigned, building relationships when appropriate.
- Provide excellent and timely customer service to external contacts who request information, including recent and past donations, and other donor records or relevant requests.
 - Explain the tax deduction advantages of contributions to potential and confirmed donors or other funders, including what may or may not be an advantage to corporate partners for custom projects.
- Support fundraising events and special Development projects - including third party fundraising events or tabling opportunities that benefit Activate Good, as needed. Tasks may include, but are not limited to, the following:
 - Coordination with internal volunteer engagement programs to recruit volunteers to support fund development initiatives;
 - Logistical planning, hands-on preparations, and day-of logistics management.
- Support coordination with the Marketing team when specifically related to fund development, as needed or requested.

Data Management, Reporting and Grants

- Maintain constituent profiles and documentation of engagement activities in a timely manner within our CRM (Little Green Light).
 - Initiating new constituent profiles and/or maintaining profiles for accuracy, tracking communication and other profile activities, uploading contract documents to profiles, etc.
 - Process donations, including but not limited to donor receipts, matching gifts and/or soft credits, tax letters
 - Support gift reconciliation with any applicable accounting teammates monthly
 - Continuously assess the CRM for options to reasonably clarify and enhance data

- Report metrics for organizational KPIs and any agreed to metrics for third parties (grants, private donors, companies, etc.)
- Research grants that are relevant to the organization's mission and priority areas.
 - Support effective and timely coordination and submission of all grant requirements (LOI, proposals, reporting, submission, and internal filing);
 - Collaborate and coordinate with applicable staff for upcoming deadlines and deliverables;
 - Complete any required grant reporting, collaborating with other teammates as needed;
 - Monitor paperwork and other related documents connected with grant-funded programs.

Other

- Cross-training and/or professional development, when appropriate.
 - This may include learning our process for developing corporate proposals and agreements, if relevant to the Associate's skills and strengths.
- Lead departmental volunteers or interns, as needed and appropriate.
- Support annual organizational events and corporate projects when able and needed.
- Time permitting, collaborate on sponsorships, campaigns and other special projects or initiatives, as appropriate and determined by the Executive Director.

Skills and Requirements

Activate Good staff create an internal people-centered culture of personal and professional growth. We are supportive of each other, adaptable and teachable, open communicators, and diplomatic. We are ethical and trustworthy financial stewards and partners, and take pride in well-planned budgets, volunteer events and programs. We believe in always having a “plan B” and become increasingly skilled event planners and project managers through practice and feedback.

The Fund Development Associate should be able to demonstrate knowledge and skills that will support our efforts to engage and retain donors and other funders at every level and stage.

- What is a priority?
 - Experience working in the nonprofit sector is required, with 2-3 years of prior experience working as part of a fund development team or similar function;
 - Knowledge of CRM database management
 - Direct fundraising and event planning experience is an asset
- What is a plus?
 - Familiarity working within our service area is highly preferred, but not a deal breaker (Greater Triangle: Wake, Durham, Chatham, Orange, and Johnston Counties)
 - Project or Program Management
 - Experience with membership-based networks or associations

All Activate Good Team Members should have:

- Demonstrated passion for Activate Good's [mission, vision, and values](#) and talent for thinking out-of-the-box
- Ability to work independently and self-directed, as well as an effective collaborator and teammate
- Ability to work well under time pressures and meet tight deadlines, as needed

- Proficiency with tech tools and ability to learn quickly, including Google Suite or similar software; our team also utilizes Canva (design), [monday.com](https://www.monday.com) (project management), Survey Monkey, and Grasshopper (phone system app), Little Green Light or similar CRM, Golden or other volunteer management software
- **Schedule:** Activate Good supports a flexible scheduling and remote work policy. For all roles, operations are generally expected to occur during standard business hours unless otherwise discussed and approved. Flexibility to work evenings and weekends when necessary for events, projects or campaigns is sometimes required. While we do our best to avoid it, additional hours or overtime is sometimes necessary; coordination for such needs must be discussed with HR and approved by leadership in advance.
- **Equipment and Work Setting:** Team Members must have their own phone and computer with internet access and be able to work remotely as well as have reliable transportation and the ability to work in an office setting, attend meetings, and occasionally travel within the Triangle region. Working in a warehouse environment is also necessary at times.
- **Physical Demands:** For special events and projects, some lifting (up to 40 lbs.) is required, as well as using special tools or equipment including but not limited to: a manual forklift, carts/dollies/hand trucks, power tools for projects, etc. Ability to or willingness to learn to drive a large truck or cargo van (think U-Haul) is helpful.
- **Environmental Conditions and Exposure:** During special events or projects, employees may need to operate or conduct activities in hot, cold, wet, humid, or windy conditions caused by the weather.
- **Education & Experience:** Two or more years of direct and verifiable experience with nonprofits and functions within the description is highly preferred. Relevant college degrees or certifications are bonuses.

Legal and Safety:

- For the purpose of grants or other funding streams obtained by Activate Good, and/or working around youth as needed - a background check may be required upon hire or at any time thereafter based on need.
- All Activate Good staff are expected to follow health and safety guidelines for all operational, project, and event activities. A waiver and acknowledgment of this policy in full will be signed during onboarding.

Benefits & Compensation

Activate Good staff are offered a comprehensive benefits and compensation package. Compensation is based on a variety of factors, including duties, market evaluation, internal budget approval, education and experience, seniority, and more.

The expected capacity for this role is currently 30 hours/week (full-time). This is a non-exempt position. The pay rate is \$25 hourly (\$39,000 annual / 12 month equivalent at the current capacity).

All staff receive access to the following:

- SIMPLE IRA Retirement Plan with 3% Employer Match
- Professional Development Hours
- 12 Paid Holiday [Closures](#)
- Flexible and Inclusive Paid Time Off with a 12-day Annual Minimum per person
- Parental Leave

- Hybrid Work Environment & Flexible Scheduling Culture

Full-time staff (30+ hours) also receive the following:

- Employer Subsidized (50%) Health & Dental Insurance
- Employer-Paid Short-Term Disability Insurance

Compensation and benefit budgets are evaluated annually by leadership our Board of Directors.