



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

1053 E Whitaker Mill Rd, Suite 115
Raleigh, NC 27604

(919) 535-6550
info@activategood.org

activategood.org • [Twitter](#) • [Facebook](#) • [Instagram](#) • [LinkedIn](#)

Fund Development Assistant

About Activate Good

Activate Good envisions a world in which all people realize and act on their power to improve their communities. That's why Activate Good improves our community through people-powered projects for good. We work towards our goals by:

- Connecting individuals, groups, and companies to volunteer needs and impact projects with nearly 600 Community Partners in the greater Triangle area, NC.
- Empowering the next generation of young volunteers and community leaders through our Youth Programs.

We pride ourselves on being a people-centered organization, generating belonging from the inside out. We do our best to support each other wholly, and invite all staff to bring their unique personalities and perspectives to the table. Staff contribute regularly to our vibrant vision, including their participation in such strategic considerations as annual budgeting and needs assessment.

Activate Good is a nonpartisan 501c3 tax-exempt public charity founded in 2005, and part of the global [Points of Light Network](#). Learn more about us at www.activategood.org.

Overview

The **Fund Development Assistant** reports directly to the Executive Director to support implementation of the organization's fundraising and donor stewardship initiatives. Tasks may range from administration to event support. This is currently a part-time role expected to work 20 hours per week (est. equivalent of 4 hours per day, Mon-Fri; the employees exact schedule would be determined with the Executive Director).

Responsibilities

Data Management, Reporting and Grants

Work with staff to:

- Maintain donor, grant, company, or other constituent profiles and documentation of engagement activities in a timely manner. Tasks may include:
 - Initiating new constituent profiles, tracking communication and other profile activities, uploading contract documents to profiles, etc.
 - Maintain accurate and up-to-date donor contact and biographical information; add gift information and donor correspondence.
 - Process donations and donor receipts, matching gifts, and other donor communications as required.

- Support gift reconciliation for accounting, when applicable for third-party platforms (Benevity, etc.).
- Ensure accuracy of data used for report metrics, including organizational KPIs and any agreed to metrics from third parties (grants, private donors, companies, etc.)
- Support the research of grants and finding opportunities that are relevant to the organization's mission and priority areas. For the right candidate, the role has the opportunity to grow in grant- and proposal-management responsibility, including:
 - Support effective and timely coordination and submission of all application / proposal requirements (LOI, proposals, reporting, submission, and internal filing).
 - Collaborate and coordinate with applicable staff as needed for upcoming deadlines and deliverables; complete required grant reporting, collaborating with other teammates as needed.
 - Monitor paperwork and other related documents connected with grant-funded programs.

Stewardship, Outreach & Events

- Maintain regular acknowledgement of funders and donors, when assigned.
- 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.
- Collaborate with the Development team to support activities of Triangle Businesses for Good and related programming / events.
- Support marketing coordination and design, prioritizing activities related to stewardship and fundraising; non-development assignments may be applicable when capacity permits.

Other

- Cross-train to support the Development team for coverage of absences
- Co-lead departmental volunteers or interns, as needed and appropriate
- Support organizational annual events and corporate projects when able and needed
- Time permitting, work with the Development team on sponsorships, campaigns and other projects or initiatives, as appropriate and requested

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 Assistant should be able to demonstrate knowledge and skills that will support our efforts to engage and retain donors and other funders in our network.

In place of extensive experience, a demonstrated ability to learn new tools and functions quickly with a solution-oriented mindset will be important; this may include the initiative to research what you do not already know.

- What is a priority?
 - Experience working in the nonprofit sector is required
 - Budgeting, event coordination, and evaluation skills
 - Ability to work well with deadlines to self-manage both recurring and special tasks with autonomy
 - Work well as part of a team and independently, and effectively in collaboration with diverse groups of people
 - Ability to learn quickly
- What is a plus?
 - Experience with membership-based networks, clubs, or associations

Familiarity working within our service area is highly preferred, but not a deal breaker (Greater Triangle: Wake, Durham, Chatham, Orange, and Johnston Counties)

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](#) (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, overtime is sometimes necessary and 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 will be required upon acceptance of an offer, 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 relevant policy in full will be signed during onboarding.

Benefits & Compensation

Activate Good staff are offered a comprehensive benefits and compensation package. Compensation may be based on role duties, market evaluation and internal budgets, education and experience, seniority, and more.

The expected hiring range for this entry-level part-time (20 hours/week) non-exempt position as of 10/1/2026 is \$21.15 per hour, paid monthly.

All staff receive the following:

- SIMPLE IRA Retirement Plan with 3% Employer Match
- Opportunities for Professional Development Hours
- 12 Paid Holiday Closures
- Flexible Paid Time Off
- Parental Leave
- Hybrid Work Environment & Flexible Scheduling Culture

Full-time staff working 30 or more hours per week receive the additional benefits:

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

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