



POSITION ANNOUNCEMENT
Development Specialist – Part Time
August 31, 2020

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking a **Part-Time Development Specialist** to assist with the development functions of the Agency.

Responsibilities:

1. Assist in the development and implementation of the Advancement Plan that incorporates a range of strategies including annual appeals, major donors, corporate and individual appeals, and special events.
2. Responsible for the strategic planning and development of events, maintains logistics, volunteer recruitment and event committee development.
3. Assures event financial goals are achieved.
4. Work with Communications Coordinator to increase visibility of the fundraising events.
5. Works with High Point and Greensboro Guilds to facilitate successful events.
6. Responsible for the transparency and maintenance of accurate records, including event income and expenses.
7. Responsible for ensuring event invoices are paid in a timely manner, expenses are within budget and spending is within policies of the agency.
8. Manage venue and vendor contracts and arrangements.
9. Work with Advancement Team to build relationships with donors.
10. Participates in making presentations to promote the services of the agency.

Qualifications:

1. The ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
2. The ability to respond in a timely and effective manner to the needs of staff, volunteers and other constituents.
3. Knowledge of event management, processes and available resources including social marketing and web-based strategies.
4. Organizational, project planning and leadership skills.
5. Excellent verbal, written and interpersonal skills.
6. Experience with MS Office Suite. Raiser's Edge experience preferred.
7. Degree in Mass Communications, Marketing, Business or other related degree; two years' experience in fundraising required.

Send resume and letter to:

Human Resources
Family Service of the Piedmont
902 Bonner Drive
Jamestown, NC 27282

****No phone calls please****

FAMILY SERVICE OF THE PIEDMONT IS AN EQUAL OPPORTUNITY EMPLOYER