



## **Development & Communications Assistant**

### **Job Description**

Full-Time, permanent

Location: NC Child's office in central Raleigh, NC. NC Child has a Flexible Workplace policy that allows staff to work some of the time from home, depending on position requirements.

Reports to: Communications Director

Salary and Benefits: NC Child offers a competitive salary and benefits package, including health insurance, dental and vision, paid time off, and a commitment to professional development.

The salary range for this position is \$38,000-\$42,000 depending on training and experience.

NC Child is committed to building a diverse, inclusive, and equitable team and organization. To us, diversity means differing life experiences and backgrounds that may include gender, race, ethnicity, culture, religion, sexual orientation, disability, marital status, and age. We strongly encourage candidates from all backgrounds to apply.

**Applications will be accepted until August 30, 2019**

### **Position Overview**

NC Child works to build a strong North Carolina by advancing public policies to ensure that all children -- regardless of race, ethnicity, or place of birth—have the opportunity to achieve their full potential.

As a member of the Constituent Team, the Development and Communications Assistant supports work that strengthens NC Child's in-person and online relationships with community partners, donors, supporters, and the public.

The Development and Communications Assistant works closely with the Communications Director, Development Director, Community Engagement Specialist, and Public Engagement Director, and reports to the Communications Director.

### **Responsibilities**

#### **Communications (40%):**

Provides administrative and project management assistance to the Communications Director. Supports creating and distributing NC Child communications products, monitors social media channels, and is the primary contact for managing our constituent database:

- Prepare and distribute online communications including email blasts, blog posts, and social media content, research reports, and publications;
- Update NC Child website and online profiles with guidance from senior staff;
- Monitor and moderate online and social channels and provide quick responses to comments and inquiries;
- Manage NC Child's fast-growing list of subscribers and supporters, ensuring consistent data quality;
- Track NC Child press hits and media contacts;
- Ensure data quality by performing regular data entry and maintenance according to NC Child's database protocols; and
- Create monthly and quarterly reports for Constituent Team and report out at monthly meetings.

#### **Development (40%):**

Provide administrative and project management assistance to the Development Director to support NC Child's fund development efforts:

- Maintain donor database by accurately entering gifts and ensuring accuracy of donor information and profiles;
- Process donations and generate gift acknowledgements;
- Produce monthly and quarterly donor reports;
- Coordinate production and distribution of Development department's communications;
- Coordinate 3-5 online and in person donor recognition events per year and assist with planning of bi-annual awards ceremony; and
- Provide other administrative support to fund development efforts as needed.

#### **Program & Administrative Support (20%):**

Provide administrative and project management assistance to NC Child's Community Engagement Specialist and Public Engagement Director. Assist with NC Child's advocacy efforts to promote economic opportunity, and improve children's health and well-being.

- Assist with logistical and administrative tasks related to planning and execution of Youth Advocacy Council, Parent Advisory Council, and Child Advocacy Network meetings;
- Coordinate planning efforts related to the annual policy conference;
- Keep the Community Engagement and Program Team members supplied with the up-to-date outreach materials they need for events and presentations;
- Support the Executive Director in scheduling Board meetings and preparing materials for Board meetings;
- Attend all Board meetings to ensure smooth operations; and
- Provide other logistical support to Community and Public Engagement Team as needed.

## **Qualifications**

- High school diploma
- Four-year college degree, OR at least two years of equivalent professional experience.
- Very comfortable with all Microsoft Office applications, especially Outlook and Excel
- Experience with using social media platforms including Facebook, Twitter, LinkedIn, and YouTube in a professional setting
- Deep love of data and spreadsheets
- A passion for getting the details right
- At least one year of experience with non-profits (paid or volunteer), OR academic training in nonprofit studies.
- Ability to excel in a highly collaborative environment both internally with the NC Child team, externally with our advocacy partners and with a wide range of stakeholders across the political spectrum, from different disciplines and agencies, or from the wide range of North Carolina communities that are racially, ethnically, socio-economically and geographically diverse.
- A good sense of humor.
- Kindness and compassion for others. NC Child believes that how we go about doing our work is as important as the end results. Demonstrating kindness and compassion with our team members, our allies and stakeholders, and with those who may not always agree with our positions, is part of what makes our agency strong. The ideal candidate will share this value.

## **Bonus Areas: These specific skills are not required for the position, but if you have them we want to know about it!**

- Spanish-language skills
- Photography
- Video editing
- Graphic design
- Accounting / finance skills
- Event planning

## **Ready to apply?**

Please fill out the application form at [ncchild.org](http://ncchild.org), AND email the following documents to [admin@ncchild.org](mailto:admin@ncchild.org):

- Resume (no longer than 2 pages);
- Cover letter describing your interest in the position (no more than 1 page); and
- List of 2 or more professional references.

PLEASE use the subject line “Development & Communications Assistant” in your email

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