



<b>Job Title:</b>	Development Associate
<b>CCFH Program:</b>	Administration
<b>Location:</b>	1121 W. Chapel Hill Street, Suite 100, Durham, NC (currently hybrid)
<b>Position Type:</b>	Full-Time position (40 hours/week)

**PROGRAM INFORMATION**

The Center for Child and Family Health (CCFH), a leader in treatment and prevention programs addressing abuse, neglect and other childhood traumas, seeks an inspired development associate who brings enthusiasm, creativity and attention to detail to the fundraising team. Affiliated with Duke, North Carolina Central University, and the University of North Carolina, CCFH works towards a vision that “every child has the right to be loved, nurtured and safe.” The development associate will support the Director of Development in the organization’s multi-faceted fundraising efforts.

The Development Team at CCFH supports the work of 75+ colleagues in ten programs that apply evidence-based practices in treating and preventing childhood trauma in Durham and across North Carolina. This includes raising charitable contributions through fundraising events, grant proposals, direct appeals, and personal solicitation.

A successful candidate will show evidence of excellence in oral and written communication, productivity, and project management as well as initiative in problem-solving and innovation in previous positions. This position will require the Associate to develop a strong grasp of the dynamics of childhood trauma and strategies CCFH employs so a successful candidate should also demonstrate a personal or professional commitment to meeting the needs of vulnerable individuals or populations.

This position offers an excellent opportunity to develop direct fundraising experience and to increase the scope of responsibilities over time. The staff is currently working a hybrid schedule, two days a week in the office coupled with three days of virtual technology and off-site appointments.

**JOB DESCRIPTION**

**Reports to:** Development Director

**Duties and responsibilities: DEVELOPMENT ASSOCIATE**

- Provides project management and staff support to annual fundraising events
- Maintains with accuracy and functionality the fundraising database (eTapestry)
- Process gifts and ensures appropriate donor stewardship
- Assist with grant proposals, grant reports, and other correspondence.
- Coordinates monthly gift reports with the Finance Department
- Coordinates day-to-day operations of the Development Department
- Assists the Director of Development in other activities as requested

**Degree Qualifications**

- A Bachelor’s degree or equivalent experience

**Experience (preferred but not required)**

- Event planning
- Fundraising
- Communications



**Skills**

- Interest and aptitude in working with board members and other volunteers in planning large events
- Familiarity with (or ability to learn) donor management software (currently eTapestry)
- Strong interpersonal and written communication skills
- Intermediate skill level in productivity software (i.e., word processing, spreadsheets, emails, etc.)
- Mission-focused – appreciation and sensitivity to children and families who have experienced severe difficulties
- Ability to interact positively with a diverse range of individuals
- Ability to plan, organize, and coordinate multiple tasks and meet deadlines
- High degree of attention to detail

**Compensation**

- Salary is commensurate with experience and abilities. CCFH offers very competitive benefits and a hybrid work schedule. The benefits include an employer contribution to retirement (regardless of employee contribution); a significant coverage of the premium for the employee on health benefit(s) and a generous vacation/sick/holiday schedule.

**Physical Requirements**

- Must be able to lift and carry 30 lbs. of weight

**CCFH is committed to building a culturally diverse team. We strongly encourage bilingual (Spanish speaking) and BIPOC candidates to apply.**

*The above statements describe the general nature and level of work performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required.*

**APPLICATION INFORMATION**

Please send a **personalized** letter of interest, resume and salary expectations to Tracy Dell’Angela, Director of Development, via email at [tracydellangela@ccfhnc.org](mailto:tracydellangela@ccfhnc.org) with the subject line: **Development Associate**

For additional information on the Center for Child & Family Health, please see the CCFH website at [www.ccfhnc.org](http://www.ccfhnc.org).