

Dispute Settlement Center
Carrboro, NC
Development Associate
Reports to Executive Director

Are you an experienced fundraiser looking for a flexible schedule in a part-time position? Want to work with committed professionals who understand, respect, and need the skills that you bring? This new position is ideal for an experienced development professional who wants to keep current while displaying his/her gifts as a fundraiser in support of an essential community agency.

As the founding mediation center in the state, Dispute Settlement Center (DSC) enjoys a strong reputation for its mediation, facilitation, and training services. Schools, the court system, local government units, workplaces, and nonprofits benefit from its services. Our dedicated, long-tenured staff values collaboration and our work environment favors flexibility and innovation. Celebrating its 40th anniversary this year, DSC is supporting systemic change in how conflict is handled throughout North Carolina.

DSC enjoys broad community support from donors and businesses in the region. However, the need for our work is growing and more resources are needed to support our team. We have created a new position to work with Executive Director and board on a comprehensive development plan to increase and sustain individual, foundation, and corporate support. The successful candidate will partner with a seasoned Executive Director who is committed to growing DSC's donor base.

QUALIFICATIONS

- Proven track record in fundraising and community engagement
- Strong skills in digital media and knowledge of current fundraising tools
- Commitment to the goals and values of community dispute resolution
- Strong analytical and problem-solving skills
- Collaborative style and ability to work on a team
- Ability to adhere to strict standards of confidentiality
- Excellent oral and written communication skills
- B.S. or B.A. preferred

Responsibilities:

Develop and Engage Donors and Funders

- Manage strategies and activities for individual donor identification, cultivation, solicitation, appreciation and retention, including digital campaigns
- Plan and execute 1-2 direct mail campaigns per year
- Staff the Development Committee and assist with fundraising events
- Research foundation and corporate grant opportunities, and assist ED with proposals
- Build relationships with community partners by attending local events and conferences.
- Very limited evenings and weekends

Other Agency Activities As advised by Executive Director, participate in other agency activities and other tasks as requested

Salary: Part-time position at 20-25 hour, negotiable. (Based on \$42,000 FTE)

Resume and cover letter to fhenderson@disputesettlement.org

