

Birmingham Civil Rights Institute
Job Description

JOB TITLE: Development Associate

REPORTS TO: Vice President, Development

The Birmingham Civil Rights Institute (BCRI) seeks a dedicated and enthusiastic professional to join the team as the Development Associate. Founded in 1992, BCRI's mission is to enlighten each generation about civil and human rights by exploring our common past and work together in the present to build a better future. The Institute has recently been designated as part of the Birmingham Civil Rights National Monument and is an affiliate of the Smithsonian museum network.

The Development Associate will support the fundraising and development activities of the Institute as they align with the 2020 Strategic Plan. The Development Associate will support the Development Office activity by processing, maintaining and documenting donor gift records using donor database (Altru), processing and renewing memberships, and providing support for grants and sponsor proposals.

Responsibilities include:

- Maintain donor records with data integrity and accuracy using BCRI constituent relationship management software (Altru).
- Process all gifts, pledge payments, and memberships, and prepare acknowledgments for all contributions and memberships.
- Manage Altru - Initiates, plans, facilitates and/or coordinates data and system integrity, including updates, clean up, complete acknowledgement process, and reporting.
- Reconcile gifts, pledge payments, and memberships with Finance Office weekly, monthly, and annually.
- Coordinate with VP of Development and Finance office on all coding, additions, and accuracy of both older data and new information entered into system.
- Manage all aspects of annual membership campaign.
- Maintain and update mailing and prospect lists.
- Prepare donor-acknowledgement letters and insure consistency in timely acknowledgment of contributions within 72 hours of receipt. This includes in-kind donations and memorial and tribute gifts.
- Manage filing system for Development and maintain hard-copy files on donors/members.
- Manage gift benefits delivery system.
- Provide administrative support for grants and grant reporting.
- Maintain overall development annual calendar.
- Schedule and arrange meetings for development functions and committees.
- Assist in list testing and materials preparation for new direct-mail and member campaigns.
- Supports solicitation of contributions by volunteers and staff.
- Review periodicals (newspapers and magazines) for articles on prospects and donors.
- Implement cultivation activities (congratulatory notes for birthdays, births, honors, etc.).
- Facilitate the planning and implementation of fundraising and special events.

- Assist and support all Development (**and Institute wide**) activities as needed, including providing support at community and special events.

OTHER RESPONSIBILITIES

- Maintains a high level of professionalism in performing assigned duties and responsibilities.
- Adheres to ethical principles in all business dealings.
- Establishes and adjusts priorities to maintain efficient work flow.
- Meets deadlines.
- Accepts directives with enthusiasm and commitment.
- Supports the Institute's Mission and Vision and adheres to all work rules, policies, and procedures.
- Maintains confidentiality of donor, prospect, vendor/supplier and other Institute records.
- Assists in departmental planning and problem-solving.
- Works well under supervision and with others in completing projects.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised 10/16/18

Applications will be accepted through October 30, 2018 at cwells@bcri.org. Please send a cover letter and resume to the email address noted.