

**DIRECTOR OF DEVELOPMENT
NORTH CAROLINA CENTER ON ACTUAL INNOCENCE
DURHAM, NC**

The North Carolina Center on Actual Innocence seeks a passionate, experienced development professional to help a committed staff grow this 20-year-old non-profit, both by continuing its life-changing work and expanding its geographic footprint. The Center has built a strong reputation regionally and beyond for its investigation and successful litigation of innocence claims on behalf of inmates wrongly convicted of felonies in North Carolina. For more information on the Center's work, please visit www.nccai.org.

Job Description:

Full-time position responsible for:

- Identifying and assisting with cultivation and solicitation of foundation, business, and individual donors.
- Coordinating annual fundraising programs, including mailings and fundraising drives.
- Overseeing the development and submission of grant applications and meeting all reporting requirements.
- Managing social media communications (Facebook, Twitter, Instagram, etc.) and the website.
- Maintaining accurate and timely records of gifts, pledges, and payments on pledges in the donor database, in addition to maintaining records of conversations with prospects and donors.
- Working closely with Executive Director on all fundraising initiatives.
- Assisting the Executive Director and Staff Attorneys with other fundraising and awareness-building projects.
- Ensuring donors at all gift levels are appropriately acknowledged and stewarded for their support.

Educational Requirements and Experience:

- Four-year college degree (B.A. or B.S.).
- Fearless and astute fundraiser with a full range of fundraising experience in the areas of raising major gifts, annual appeals, grants, and special events.
- Experience using social media; WordPress experience a plus.

Specific Job Skills:

- Organized, goal-, result-, and detail-oriented, with the ability to set and meet deadlines
- Ability to develop, implement, and evaluate a comprehensive fundraising plan
- Strong written and verbal communication skills
- Self-motivated to coordinate tasks with others and work independently
- Excellent computer skills
- Ability to abide strictly to confidentiality requirements

Personal Qualifications:

- Commitment to the Center's mission and principles
- Self-starter with strong work ethic
- Positive attitude and friendly nature
- Interest in working in a small, non-profit environment

Compensation:

- Salary negotiable based on experience
- Benefits include medical/dental and paid holidays and vacation.

How to Apply:

Applications should include a cover letter, resume, and three references and can be emailed to admin@nccai.org. Please use the subject line "Director of Development" in your email. Applications will be reviewed on a rolling basis until the position is filled. NCCAI is an equal opportunity employer.