



www.SelmaCntr.org

Development Associate

Department	Development
Reports To	Director of Programs
Direct Reports	None
Employment Classification	Contractor
Rate	Competitive Contract
Start Date	June 1st
Location	Remote

About the SCNTR

The Selma Center for Nonviolence, Truth, and Reconciliation (SCNTR) is an Alabama-based 501(c)(3) nonprofit corporation that designs, supports and delivers community-based solutions that help transform relationships, advance justice, strengthen local economies, and build thriving neighborhoods to further the vision of the Beloved Community.

About the Position

The Development Associate is a vital member of the SCNTR team, driving strategy and resource allocation across the organization to advance social justice and community advocacy. This position leads, manages, and executes the strategic and operational responsibilities for achieving the SCNTR's annual development goals in the following areas: Individual Giving, Foundation/Government Grants, Legacy Gifts/Endowments, and Annual Appeal.

Moreover, the Development Associate is a key contributor who provides direct support to the leadership team in delivering programs and services to families and children from all economic and social backgrounds. The ideal candidate is passionate about advocating for social justice for all people, with a special focus on BIPOC communities.

KEY RESPONSIBILITIES

Strategy and Leadership

- Design and implement ongoing comprehensive development strategies and plans for individual donors, foundations, and government grants.

- Work closely with the Executive Director, Board of Directors, Development team, and the SCNTR's staff on development strategies, programs, and plans to achieve the optimal results.
- Collaboratively work with team members to identify paths of economic support for SCNTR programs and projects.
- Closely collaborate in the development and implementation of the organization's overall strategic framework to fulfill its mission and attain its vision.

Fundraising

- Grant research, writing, managing, financial reporting, and tracking. Also, monitoring and evaluation to ensure that the terms of the grants are being adhered to.
- Design, implement, and maintain a broad range of highly visible, structured, and successful fundraising programs.
- Create and manage a portfolio of prospective donors and grantors, developing and maintaining a prospect management analysis and reporting system.
- Identify, define, and secure initial and sustainable funding resources for the organization.
- Develop and implement campaigns for planned giving, charitable trusts, endowments, and related development programs.
- Develop calendars and implement plans for fundraising events and requests.
- Actively build relationships with new, existing, and past donors and seek new funding from a variety of sources, and represent the SCNTR in meetings with potential funding sources.

Fundraising Operations

- Develop, oversee, and manage the fundraising budget, including Corporate Giving, Grants, Events, and Foundations.
- Develop and manage the annual budget for all development and fundraising initiatives.
- Manage ongoing database input to ensure accurate, timely reporting of all fund development objectives as identified by SCNTR leadership.
- Enhance the current donor management system to optimize a CRM database.
- Ensure full compliance with federal, state, and local laws, regulations, and requirements; charitable giving rules and grant obligations; contracts; donor restrictions; and external reporting requirements.

QUALIFICATIONS

- Bachelor's degree preferred, or equivalent experience
- Leadership abilities with a collaborative spirit and strong management skills
- Demonstrated ability to inspire and motivate staff, board, donors, and potential partners
- Strong strategic and implementation skills; ability to grasp emerging opportunities and challenges of the organization and the role; adept at creating and implementing strategic fundraising plans
- Ability and disposition to perform all types of development activities, from strategic visualization and leadership to hands-on, everyday tasks
- Excellent knowledge of and demonstrated success in building mutually beneficial relationships with individual, family, community, public, private, and corporate funding sources, and related sources
- Possess knowledge and experience in fundraising techniques, grant writing, and CRM platforms, including fundraising within corporations and foundations

- Record of proactive, hands-on budgeting, budget analysis, and reporting; a strong track record of meeting and exceeding goals, objectives, targets, and commitments; a demonstrated track record of leading, building, and sustaining a legally compliant organization
- Discipline to prioritize tasks and focus on results in an organization deriving funding from program fees, community donors, government grants, sponsors, and other sources
- Proven communications skills, both written and verbal, particularly the ability to educate and persuade through verbal communication – both formally and informally
- High ethics, integrity, sound professional judgment, and the ability to maintain confidentiality with tact and discretion
- Embrace, support, and demonstrate a commitment to diversity, equity, and inclusion

Core Competencies and Values Alignment

The ideal candidate for this role brings not only professional skill but a genuine alignment with the heart of this work. We are looking for someone who:

- Embodies humility, active listening, and a willingness to learn from community members
- Approaches communications as an act of organizing; centering relationships, not just reach
- Models and exemplifies the SCNTR's core values in all professional interactions
- Is resourceful, proactive, and capable of exercising sound judgment independently
- Demonstrates an orientation for results and achievement, including comfort with data-informed decision-making
- Operates as a true team player who supports colleagues across all initiatives

All Selma Center staff and consultants must complete the 5-day Kingian Nonviolence Conflict Reconciliation, Restorative Justice, and Racial Equity trainings.

Commitment to Selma

The Selma Center is rooted in Selma's civil rights legacy and oriented toward the city's future. Every member of the staff is expected to hold that orientation in their work by showing up with care for residents, respect for partners, and commitment to the long arc of reparative, community-owned development.

Qualified applicants for this life-changing position, please send a cover letter and resume to info@SelmaCNTR.org. Subject: Development Associate.

The Selma Center for Nonviolence, Truth and Reconciliation encourages a diverse work environment and is an equal opportunity employer. SCNTR highly encourages BIPOC to apply for all positions.