



EarthShare NORTH CAROLINA

POSITION: Part-Time Campaign Associate

ORGANIZATION: EarthShare North Carolina

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ABOUT EARTHSHARE NORTH CAROLINA

At EarthShare NC you will be part of a creative and dynamic organization that is forging new ground to strengthen the conservation movement. Our unique niche is at the intersection of the business and nonprofit communities. We partner with companies to connect employees with rewarding and impactful opportunities to learn, volunteer, and give. and implement programs that connect employees with the work of our Member nonprofits. who are experts in their fields, working on conservation issues critical to NC's health, economy, and quality of life, including clean air and drinking water, land preservation, healthy rivers and streams, places for recreation, wildlife protection, local farms and food, and preservation of all the natural resources that make NC special.

ABOUT THE STATE EMPLOYEES COMBINED CAMPAIGN

The NC State Employees Combined Campaign (SECC) is powerful vehicle for philanthropy. It empowers 130,000 state employees located in every county of North Carolina to support the needs in their communities. Over 35 years, employees have contributed \$115 Million to programs that ensure our neighbors have food to eat, that victims of disasters find relief, that pets find homes, and life-saving research into disease continues. EarthShare NC is a recipient of the state employee donations and acts as the manager and facilitator of the SECC in coordination with the State Advisory Committee comprised of 20 state & university employees. *To learn more about the SECC, please visit our website at www.ncsecc.org.*

ABOUT WORKING AT EARTHSHARE NC

EarthShare NC is all about relationships. We are a coalition of twenty-five NC based nonprofits, fifteen Board Members and a network of corporate and community relationships coordinated by a small, mission-driven staff. Day to day work at EarthShare NC requires the ability to work well and focused on individual projects as well as supporting small team efforts to complete larger projects. We have clear lines of responsibility while also working in a very integrated and dynamic style, leveraging the collective experiences and expertise of all our staff members to continuously make the organization a stronger force for conservation.

SUMMARY OF JOB DESCRIPTION

The campaign associate is a part-time 30 hour/week position responsible for a variety of support roles across both the EarthShare NC and SECC program areas. Primary responsibilities will focus on support for the State Campaign, particularly during its active period between August and January, which will cover a range of supportive responsibilities. Remaining time will focus on the associated activities involved with the municipal giving campaigns that EarthShare NC manages. This position reports to The Director of the State Employee Combined Campaign.

Responsibilities Include

- State Employee Combined Campaign Support (80%)
 - Data Entry
 - Manage Application Process
 - Campaign Event/Training Support and Logistics
 - Marketing Support
 - Editing/Updating Yearly docs
 - Customer Support (Phone and Email)
- EarthShare NC Campaign Support (20%)
 - Manage Application processes
 - Charity and Donor Customer Service
 - Campaign Event Support and logistics
 - Report Creation and Distribution

Candidate Qualifications

- 3+ Years of experience in administrative and/or data entry work
- Proficient with Microsoft 365
- Skilled in Excel
- Detail oriented, organized, and efficient
- A Commitment to diversity, equity, and inclusion and incorporation of these ideals into work
- Commitment to the health of NC's natural resources and appreciation for the value of the local nonprofit community
- Flexibility and ability to handle multiple tasks and deadlines at the same time
- Prefers fast paced work environment and handling tasks of a varying nature

Preferred Qualifications

- Nonprofit experience
- Experience with employee giving campaigns
- Experience in event planning and/or management

- Proficient in Canva or similar graphics application

Key Features of Role

- Part-time 30 hour/week salaried position
- Starting salary of \$32,000 to \$37,000 commensurate with experience
- Employer retirement contribution of 5% of salary
- Vacation, sick time and paid holidays
- Based out of Durham, NC. Hybrid work model with in-office time on Mondays and Wednesdays, 10am – 3pm. Some additional in-office time as needed during the height of the giving campaign season, September – December
- Start date of June 15th

To Apply

- Send your resume and cover letter along with 2 professional references to Brian Nealon, Director of Operations - brian@earthsharenc.org. Applications will be reviewed as received. We encourage you to apply early. We will accept applications until the position is filled.
- [Diversity, Equity, and Inclusion](#) are a core part of our organization's model and we strongly encourage BIPOC and LGBTQ individuals to apply