



Position Description: Sustainability Assistant

Reports to: Sustainability Director

Job type: Full time (40 hours/week), non-exempt

Key Relationships: Finance, Membership

Supervises: N/A

Anticipated Start Date: March 2026

The North Carolina Center *for* Nonprofits is seeking a sustainability assistant to support the Center in generating contributed and earned revenue from corporate, foundation, and individual sources to provide the financial resources necessary to support the mission and operations of the Center. This position supports the Center's Sustainability team with a focus on donor and related data management, office administration, and meeting and event administration.

Location

The Center's offices are located in Raleigh, North Carolina. The sustainability assistant must live in North Carolina. Current Center team members are based in the Charlotte, Triad, and Triangle regions, with the bulk of the team located in the Triangle. This is a hybrid role, with a combination of regular in-office presence and remote work and includes some travel across the state for Center events.

Mission and Vision

To educate, connect, and advocate for North Carolina nonprofits.

We envision a North Carolina where nonprofits are intentional in their commitment to holistically build healthy, equitable organizations and center racial equity to strengthen communities.

The Organization

The North Carolina Center *for* Nonprofits is a 501(c)(3) organization serving North Carolina's nonprofits and nonprofit sector since 1990. The Center is a member-based organization that specializes in capacity building and offers various programs and activities to enhance the skills, knowledge, and resources for 501(c)(3) nonprofits across the state. Offerings include training and resources related to best practices for nonprofit management, opportunities for nonprofit professionals to connect and network in order share, collaborate, and learn from each other, and engagement in advocacy and policy initiatives to support the work of 501(c)(3) nonprofits by collaborating with policymakers and other stakeholders at the local, state, and national levels. Currently the Center has over 1,200 members across the state and a budget of \$2.2 million.

Qualifications and Other Requirements

The following professional skills/abilities/experience will be important to this role:

- A strong commitment to the Center's mission, vision, and work.
- Strong relationship and interpersonal skills.
- Experience and proficiency in database management; familiarity with Salesforce (the Center's database program) strongly preferred.
- Strong writing and proofing skills with a keen eye for accuracy.
- Proficient in MS Office applications (Word, Excel, Outlook, SharePoint, and PowerPoint).
- Familiarity with basic website administration tools.
- Strong Internet research abilities, and familiarity with web-based business applications.
- Commitment to adaptability, problem solving, honesty, and teamwork. self-motivated, initiator, ability to juggle multiple deadlines, and work with limited supervision. Friendly, warm, enthusiastic, and flexible.
- Careful attention to detail.
- Prior experience with nonprofit organizations is not required but considered a plus.
- Highly value equity and inclusion, problem solving, honesty, and teamwork.
- A minimum of one year of related experience or a BA or equivalent in related field preferred; high school diploma or GED required
- Valid driver's license and access to a vehicle for off-site meetings; events and programming are required.

Donor Management

- Assist with Corporate, Foundation, and Individual donor renewals on a monthly basis (e.g., produce invoicing printout for monthly team review, process payments received, record renewal opportunities in Salesforce, prepare and send invoicing packets, pledge forms, and specific letters to renewing Sustainers).
- Assist with annual board giving campaign.
- Manage sales and registrations for Exhibitors and Advertisers for the Statewide Conference, including renewals and leads. Plan and manage Nonprofit Marketplace onsite logistics at the annual Statewide Conference.
- Manage online vendor advertisements, including renewals, leads, and administration of this portal on the Center's website.
- Manage the donor acknowledgement process for all donors (from tax acknowledgements to board thank you notes).
- Manage and track donor benefit fulfillment.
- Assist as needed with preparing foundation and corporate proposals.
- Assist in acquiring new donors, exhibitors, and advertisers including prospect research.

Data Management

- Maintain accurate contribution payments records, including scanned checks, invoices, thank you letters, and additional correspondence.
- Maintain and keep donor lists current.
- Create and maintain prospect lists.
- Prepare a variety of fundraising reports and lists for staff.
- Prepare the Resource Development report for quarterly Board meetings.
- Prepare tailored invitation lists for donor events such as receptions, luncheons, and meetings.

Office Administration

- Prepare tailored information packets for meetings.
- Maintain and keep all resource development documents current.
- Provide general office duties for the Sustainability team such as electronic and hard copy filing, photocopying, and mailings.
- Help with other office administration duties as needed.

Meeting and Event Administration

- Administer Resource Development events, including venue and catering reservations, invitation and reply management, and preparations for the events.
- Work with appropriate Center staff to coordinate implementation of conference exhibits, conference program - ads, and online vendor advertisements.

Work Hours

- Candidates should be available to work 40 hours per week, Monday through Friday. The Center's business hours are generally 9:00 am to 5:00 pm.
- There is flexibility when you start and end your workday; however, because this role works closely with our funders and business sustainers, most of your working hours should be during typical office hours.
- We currently operate under a hybrid model allowing employees to conduct their work remotely, as well as in the office. Our work happens via phone, video conferencing, email, and through in-person meetings and events. Regardless of hybrid or remote work arrangements, staff members may be required to work in person for Center events as needed. In person attendance will be required for certain all-staff gatherings such as staff meetings, retreats, and the annual statewide conference.
- We strive to be flexible for team members (our job is just one aspect of our lives) and recognize that accommodation for personal and family demands may be needed at times.

Compensation and Benefits

- This is a full-time, non-exempt position with a competitive salary starting at \$45,000. Salary offer will be dependent on experience.
- We believe in work-life balance and are committed to keeping the workload aligned with the true hours worked and supporting an adjusted/revised schedule as needed.
- We provide a benefits package that supports our employees' well-being which includes, but is not limited to health, dental, vision, and life insurance, disability coverage, paid annual leave (12 days), paid holidays (11), and a 401K plan with generous employer match. Benefits are subject to change.
- Additional self-care benefits offered can include paid sick/wellness days, options for flexible work scheduling and telecommuting, self-care and wellness professional development sessions delivered to the team, and additional time off at the end of the year.
- We provide access to professional development opportunities such as conferences, seminars, retreats, networking events, webinars, memberships, and one-on-one mentoring.

Our Hiring Process and Timeline*:

We aren't only looking for experience but also a skillset and mindset that will help candidates be successful in the role. In the cover letter, please be sure to tell us why you are interested in this job and answer the question prompts provided in the "to apply" section below.

The priority deadline to apply is January 23, 2026. Application reviews will be done on a rolling basis and continue through January 30, 2026.

The interview process will go as follows:

- First round – short, 30-minute phone interview. NC Center driven questions asked of candidate.
- Second round – longer, 45-minute Zoom interview. Conversational dialogue between the candidate and members of the NC Center staff.
- Third round – 60-minute, in-person final interviews with a panel of NC Center staff. More details (including names of interview panel members) to follow the 2nd round.
- We would like to make an offer in early March.

**This timeline is a general guide. Should we miss a deadline, please remember that we are a nonprofit, and things happen that may shift internal priorities.*

We value transparency and openness and will communicate with every candidate throughout this process about the status of your application through the “jobs@ncnonprofits.org” email address you submitted your materials to. Please be patient as we will send out emails as quickly as possible.

The North Carolina Center for Nonprofits is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity, age, national or ethnic origin, disability, sexual orientation, or marital status. The Center is committed to recruiting a diverse pool of qualified candidates and welcomes submissions from historically underrecognized candidates.

To Apply

To apply, submit your resume and cover letter as one PDF file to jobs@ncnonprofits.org by Friday, January 23. We will accept applications until Friday, January 30, 2026. Label your resume and cover letter with your name and “Sustainability Assistant” position title. Due to the number of applicants and the fact that we are going through the hiring process in addition to our typical workload, we are asking candidates to respect our no phone calls or office visits policy.

In your one-page cover letter, please briefly answer the following prompts:

- Tell us about a nonprofit that has had an impact on your life and why.
- What makes you the ideal candidate to serve as Sustainability Assistant supporting the sustainability team of the NC Center for Nonprofits? Please share something that you bring that no one else (or very few) would be able to bring to the role.

Note: This job description is only a summary of the typical job functions, not an exhaustive list of all possible responsibilities, and may be subject to change at any time due to reasonable accommodation or other reasons.