



## Charlotte Bilingual Preschool

6300 Highland Avenue | Charlotte, NC 28215  
www.bilingualpreschool.org | 704.535.8080

### Temporary Development Associate

**Overview:** Reporting directly to the Development Director, the Development Associate is responsible for a range of development and administrative duties to advance Charlotte Bilingual Preschool's (CltBP) mission. The Associate is part of the Development office, which includes the Executive Director, Development Director, and part-time Grants Administrator. This is a temporary, 90-day part-time position with the option to extend for another 90 days and the potential to become full-time. \$20 per hour for a range of 15 – 20 hours per week.

#### Job Responsibilities

- Process donations and segmented acknowledgments according to CltBP's Development Plan.
- Serve as chief database coordinator for Bloomerang, ensuring accurate and consistent record keeping, importing data as needed, and creating and exporting reports as needed.
- Coordinate online giving portals, including checking Vanco weekly for credit card donations and logging into match portals such as Benevity and YourCause as needed.
- Support grant submissions as assigned.
- Assist with event logistics, including Show & Tell public tours.
- Create promotional materials and flyers.
- Coordinate volunteer engagement.
- Take photos at school events to share via social media.
- Coordinate CltBP's social media calendar and schedule posts promoting the school and recognizing partners and volunteers.
- Attend community involvement fairs and other events to help promote Charlotte Bilingual Preschool.

#### Requirements

- 2+ years of experience in development or sales required, preferably with nonprofit organizations.
- High level written and verbal communication skills required.
- Organizational skills, ability to prioritize tasks, and excellent attention to detail required.
- Proficiency in Microsoft Office is required. Experience using Excel formulas or ability to learn Excel formulas is required.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment required.
- Demonstrated emotional maturity and solid stress management skills required.
- Demonstrated professionalism in communications and ability to handle confidential information with discretion required.
- Bilingual, bicultural Spanish/English required.
- Experience with Bloomerang or other donor databases or CRMs preferred.
- Bachelor's degree preferred.

**To apply:** Send your resume and cover letter to Connie Barcelo at [connie@bilingualpreschool.org](mailto:connie@bilingualpreschool.org) with the subject line "Temporary Development Associate Application."

***Charlotte Bilingual Preschool is an Equal Opportunity Employer. The Preschool considers applicants for all positions without regard to race, color, religion, national origin, gender, age, marital status, disability, veteran status, sexual orientation, genetic information or any other characteristic protected by applicable city, state or federal law.***