



Join our dynamic, compassionate team changing lives in Western North Carolina!

All Souls Counseling Center (ASCC) is a 501c3 organization embarking on its 25th year of operation. Our mission is to serve as a leading nonprofit provider and community partner for quality mental health counseling, outreach, and education with a focus on those who are underinsured and uninsured in Western North Carolina.

Our organization has been highly active in leveraging our resources in response to Hurricane Helene. Along with our core services at the Center, our licensed therapists have been in the community offering compassionate care and mental health support to help individuals and families navigate the challenges of working toward mental wellness and recovery. The non-clinical staff at ASCC plays a significant role in raising funds for these services, in coordinating mental health training and convening opportunities, and in community education and awareness events.

We are looking for a highly motivated and talented individual with an “all hands on deck” attitude to join our staff in the Development Department.

Position: Donor Relations Coordinator

Description: This position reports to the Development Director and supports the DD and Executive Director. The role is part-time, 22 hours per week. Due to the nature of the role and development events, on occasion this person will be expected to staff activities in the evening or on a weekend. During “event” season the donor relations associate will be expected to reasonably avoid days off from usual schedule.

Qualifications & Requirements: The ideal candidate shares our commitment to our mission and to our values of compassion, inclusion, and equity. Additionally, they will be/hold:

- Bachelor's degree in business administration, communication, nonprofit management, or a related field is preferred
- 1-3 years of nonprofit office experience
- Able to attend/work at ASCC evening or weekend events (several per year)
- Proficient with Google Docs/Drive, Zoom, and Microsoft Suite with proficiency in Excel
- Able to successfully pass a background security check
- IT savvy
- Able to work in diverse groups and with diverse populations

Keys to Success: Personal qualities of integrity, confidentiality, credibility, and mature judgement. Additionally, be/have/possess:

- The ability to manage several tasks concurrently and good time management
- Analytical, attention to detail, superior organizational skills, and 100% follow through

- Professionally present themselves when interacting with staff and stakeholders, in person and virtually
- Positive attitude, solution focused, and flexible
- Outstanding written, spoken, and in-person customer-service oriented communication skills
- A self-starter with the ability to work independently and prioritize assignments

Additional Important Knowledge, Experience, Abilities and Skills:

- Non-profit development department experience will be a big asset for this candidate
- Previous experience with Donor Perfect is a highly beneficial consideration
- Canva design skills, chart-making, report building are a plus
- A servant's heart and abundance of gratitude is a key to success in this position
- An authentic connection to the importance of mental health and wellbeing
- While AI is an awesome time-saving tool when deployed strategically, we are looking for a natural writer and researcher

Responsibilities: Under the direct supervision of the Development Director, the Donor Relations Coordinator will professionally represent the development department while performing a range of support activities, data management, assisting with events, meeting coordination, direct mailing appeals and fundraising campaigns. The Coordinator will assist the Executive Director with scheduling, vendor relations, board communication, and other needs as they arise.

The following duties and responsibilities are illustrative of the tasks performed by this position:

- Process donations and prepare acknowledgement letters and other correspondence
- Create fundraising reports and dashboards
- Provide supplemental research for funding and grant opportunities
- Maintain up to date records of grant-related activities and entries to Donor Perfect
- Assist in maintaining the Grant Tracker
- Liaise with sponsors at VIP events
- Assemble sponsor packages
- Coordinate production of mailings
- Track and update expense/revenue spreadsheets for events
- Data entry/data management
- Attend Development Department biweekly meetings
- Attend staff meetings as requested

Please note that this job description does not list all job duties. Occasionally, the DD or ED might request the performance of other reasonable duties in support of the department and Center.

Salary and Benefits: While this is not a salaried position and does not provide FT benefits, the role is also not time-limited by a dedicated grant. ASCC is a living wage employer in Buncombe County/Asheville.

Perks of ASCC employment in this role include:

- This is a part-time, three days per week role with days/hours TBD
- A highly collaborative environment and interdisciplinary staff

- Leadership that encourages work/life balance
- Making a tangible difference in the well-being of our community
- Our Center is in a historic house and a short walk to Starbucks and City Bakery
- Flexibility for time off with advance planning in consultation with the DD
- Annual self-care stipend

To Apply: If this opportunity resonates with your values and interests as a professional, you meet the desired requirements, you can work in-office, and you have a passion for serving others, we'd love to hear from you! Send a cover letter, resume, and a list of three professional references (with name, title, email and best daytime phone number) to: search@allsouls counseling.org. In respect of the ASCC team's dynamic schedules, we request no calls, messages, or applications through other platforms.

All Souls Counseling Center is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.