



Association for the Blind
and Visually Impaired
SERVING THE CAROLINAS

Association for the Blind and Visually Impaired SC (ABVI) has an immediate opening for a:

DEVELOPMENT ASSISTANT

The Development Assistant provides high-level administrative and logistical support to the Development and Fundraising team at ABVI. This full-time role is essential in ensuring smooth operations across the entire donor cycle, event coordination, and departmental communications. This position works onsite at either our Charleston (preferred) or Columbia offices.

Key Responsibilities

- Maintain accurate donor and event records in Raiser's Edge and other databases
- Provide administrative support to the Advancement Team and CEO
- Assist in donor stewardship efforts, including acknowledgments and recognition activities
- Support fundraising campaigns and donor events through administrative coordination and communication
- Prepare reports, presentations, and written materials, ensuring professional and accurate donor communications
- Manage general office operations and collaborate with finance and external partners

Education Requirements

An associate's or bachelor's degree in a related field is preferred.

Required Knowledge and Skills

- Extensive experience providing administrative support to a development or fundraising team
- Proficiency with donor databases; experience with Raiser's Edge strongly preferred
- Strong skills in Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint
- Exceptional attention to detail, organizational skills, and ability to manage multiple tasks and deadlines
- Professional written and verbal communication skills
- Discretion in handling confidential information
- Ability to work both independently and collaboratively within a team environment

Salary

\$43,000 - \$46,000 a year

Benefits for Full-Time Employees

- 100% employer-paid health insurance premiums and competitive pay
- SIMPLE IRA with company match
- Holidays and unlimited paid time off

To Apply

Email your cover letter and resume to Human Resources at hr@abvisc.org. Visit www.abvisc.org for more information.

***ABVI Mission:** Empowering individuals who are blind or have low vision to live fulfilling, purpose-driven lives.*