



JOB DESCRIPTION

Position Title: Development Assistant

Date: April 2022

Reports To: Donor Relations
Manager

Position Summary: The Development Assistant's primary responsibility is to support the fundraising/development work of the organization by managing our donor database and gift acknowledgement practices, providing administrative support to Development Director and Donor Relations Manager.

Work Hours: Conserving Carolina staff generally work Monday-Friday 9 am-5/5:30 pm. Flexible and remote work options are available, though we do anticipate the person filling the role to live locally and be available to work in person with some regularity. Some evening and weekend hours will be required.

Starting Salary: Negotiable within a range of \$37,000-\$41,000 depending on experience

Key Responsibilities:

- Management and oversight of donor database including but not limited to:
 - Gift and data entry and correction, pledge management, etc.
 - Update information on current and past donors as needed
 - Train and coordinate other staff, interns and volunteers on using best practices and procedures for donor database
 - Work closely with Development and Finance staff to ensure efficient and appropriate processes for gift entry and management
 - Produce gift, donor and membership reports for other staff as needed
 - Compile and maintain various mailing lists including mass mailings and smaller segmented mailings using database
 - Seek out new functions of database that would benefit fundraising efforts
- Support membership recruitment and retention by:
 - Production of regular membership communication through gift acknowledgements & member mailings (membership renewals, appeals, programmatic postcards, etc.), may include writing acknowledgement letters and other correspondence
 - Manage membership benefits for example:
 - Make sure tote bags and other perks are ordered
 - Work with other staff to organize members-only hikes twice a year
 - Manage monthly giving program
 - Plan and host the annual holiday party
- Support fundraising and donor stewardship events:
 - Work closely with Donor Relations Manager to plan and execute annual Conservation

- Celebration fundraiser, Summits Society Social, and Land Trust Day such as contacting vendors, soliciting auction items, printing invitations, managing event volunteers
- Support other fundraisers as needed
- Assist with other administrative duties such as:
 - Preparation of Development Committee meeting minutes.
 - Perform ad hoc duties as necessary to support the office.
 - Communication with printer in submitting and monitoring materials for print as needed
 - Provide administrative support to Development Director and Donor Relations Manager
 - Participate in tabling events for community outreach as needed
- Along with the rest of Conserving Carolina's board and staff, help advance the organization's strategic plan including a commitment to equity, diversity, and inclusion and responding to climate change

Essential Job Requirements:

EDUCATION High school diploma

EXPERIENCE Donor database management, general office and non-profit experience preferred

QUALIFICATIONS

- Experience with and the ability to learn how to input information into a database with thought about how the information will be used and reported
- Skilled with Microsoft Office Suite (especially Excel), Adobe, and mail-merge required
- Strong attention to detail required
- Familiarity with DonorPerfect database a plus
- Strong verbal communication skills and experience engaging with donors
- Advanced office skills

PHYSICAL REQUIREMENTS Ability to work at a computer, operate office equipment, and attend meetings and events in and outside the office and service area

LIMITATIONS AND DISCLAIMER

This job description does not represent an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. Responsibilities, tasks, and duties may differ from the job description, as assigned.