



Position Description

Title: Development Assistant
Reports to: Development Manager
Job Status: Full-time, Non-exempt
Salary: \$22.00 per hour, plus benefits

Mission: *Helping the community preserve open space, working lands and habitat forever.*

Position Summary:

The Development Assistant serves as administrative support to the Development and Outreach Team. Jefferson Land Trust team members adhere to our mission and values and are committed to conservation, demonstrating a passion for protecting natural habitats, farmland, and scenic open spaces.

Essential Functions:

- Perform accurate data entry in Salesforce database: recording donations, entering new contacts, updating records, reconciling gift records with accounting, and following a system to ensure the data is accurate
- Prepare timely, personalized, and accurate donor thank you letters and tax receipts
- Help to coordinate and produce in-house mailings
- Support development and outreach events, including managing RSVPs, logistical set up, staffing events, guest follow up, etc.
- Assist in scheduling, preparation, and tracking outcomes for meetings and events
- Help run online events
- Handle correspondence, word processing, filing, copying, and mailing, as needed
- Provide logistical support to fundraising campaign activities, including scheduling and in-person Zoom meetings, taking notes, distributing action items, and tracking progress
- Ensure proper running of development integrated systems, such as Classy, Gravity Forms, and support programs such as Mailchimp and others
- Coordinate volunteers to support mailings and other development projects
- Other duties as assigned

Qualifications:

- High School diploma or equivalent
- 1-2 years' experience in office administration, including database experience
- Experience working with development integrated systems such as Classy, Gravity Forms, Mailchimp, or similar
- Fluency with MS Office programs, data management, and the Internet

Core Competencies

- Positive team player with a welcoming and friendly presence
- Strong ability to organize, manage, and prioritize incoming tasks and meet deadlines

- Exceptional attention to detail and accuracy
- Good customer service and interpersonal skills
- Ability to maintain confidentiality as needed
- Affinity to working with databases – being technically savvy is fun for you
- Show initiative and follow through
- Excellent verbal and written communication skills
- Ability to be flexible
- Ability to stay focused in a busy office environment

Physical Requirements for the Development Assistant

- Use a keyboard, complete written documents, and operate general office equipment including telephone system, databases, printer, and copier
- Sit for long periods of time, with repetitive motion
- Work occasional non-standard hours, including evening and weekend events
- Lift up to 30 pounds

Jefferson Land Trust requests its employees be fully vaccinated for Covid-19 (barring any approved medical or religious exemptions).

To Apply

Please include a cover letter along with your resume to Carolyn@Full-CircleHR.com. Priority consideration will be given to candidates who apply by midnight, November 5, 2021. Applications will be accepted until the position is filled.

Equal Opportunity Statement

At Jefferson Land Trust, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all. We believe that diversity and inclusion are critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.