Development Assistant
Position Description

Reports to: Development Manager
Job Status: Full-time, Non-Exempt
Benefits: 12 days paid vacation in the first year (increases with service over time), 11 paid holidays, sick pay, health and vision insurance, disability, simple IRA retirement benefits, and life insurance.
Salary: $21-23 per hour, DOE

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

Position Summary: This position serves as administrative support to the Development Team.

Essential functions:
- Perform accurate data entry in Salesforce database: recording donations, entering new contacts, updating records, reconciling gift records with accounting
- Prepare timely, personalized, and accurate donor thank-you letters and tax receipts
- Help to coordinate and produce in-house mailings and email campaigns
- Support development and outreach events, including managing RSVPs, printing collateral, logistical setup, staffing events, guest follow-up, etc.
- Assist in scheduling, preparation, and tracking outcomes for meetings and events. Assist in running online events.
- Assist with correspondence, word processing, filing, copying, and mailing, as needed
- Provide logistical support to fundraising campaign activities, including scheduling and running in-person zoom meetings, taking notes, research, distributing action items, tracking progress
- Ensure proper running of development department's integrated systems, such as Classy, and support of programs such as Mailchimp and others
- Coordinate volunteers to support mailings and other development projects
- Assisting with FileCamp media library organization
- Other duties as assigned

We recognize that a great candidate for this position may not precisely meet all of the qualifications and core competencies listed below, but may have transferable skills; if you believe you're the right person for this job and can make that case, we encourage you to apply.

Qualifications:
- High School diploma or equivalent required
- Some experience in office administration, CRM and/or database experience

Core Competencies
- Team player
- Strong ability to manage and prioritize incoming tasks and meet deadlines
- Demonstrated organizational skills; exceptional attention to detail and accuracy
- Familiarity with Excel, Word and Publisher programs, CRM system and/or another database, G Suite, and Internet
- Good customer service and interpersonal skills; confidentiality
- Excellent verbal and written communication skills
- Ability to be flexible and focus in spite of office distractions
- Welcoming, positive, responsible, enthusiastic
- Commitment to conservation: a passion for protecting natural habitats, farmland, and scenic open spaces
- Commitment to diversity, equity, inclusion, and justice principles

Preferred Qualifications
- Fluency with Salesforce, Classy, WealthEngine, Asana, and/or Mailchimp is a plus.

Physical Requirements

- This position requires the ability to use a keyboard, complete written documents, and operate general office equipment including telephone system, databases, printer and copier
- Must be able to work occasional non-standard hours, including evening and weekend events
- Ability to lift up to 30 pounds
- This is an office-based position, with some remote work flexibility.

Equal Opportunity Statement

Jefferson Land Trust is an equal-opportunity employer committed to cultivating a staff team representing the full diversity of the communities in which we live and work. We seek to recruit, develop, and retain talented people from a diverse candidate pool.