



## Job Description October 2019

Position:	<b>Development Associate</b>
Supervisor:	Comprehensive Campaign Manager
Committees:	Fundraising and Community Engagement
Employment Type:	Full-time non-exempt, hourly position with a six-month introductory period
Compensation:	Competitive salary based on skills and experience
Hours:	Generally, 8:30am to 5:30 pm M-F with some flexibility

### Job Summary

The Development Associate is responsible for supporting the organization's fundraising development and communications. He or she will support development projects and processes, such as appeals, donor cultivation and grants. He or she will also coordinate all aspects of the organization's communications, including supporting a coordinated content strategy for and implementation of two hard copy newsletters and eight to ten e-newsletters, website content, e-blasts, and social media.

He or she will be in charge of the technical development and maintenance of the organization's databases (DonorPerfect and Constant Contact), and will provide critical information that supports the success of the fundraising and engagement teams. This person will assist with the writing appeal letters, thank you letters, emails, grants and in other capacities as needed.

This position requires focus, technical expertise, problem solving, detail-orientation, organization, follow-through, strong writing abilities, relationship building and the ability to work as a team as well as taking lead on projects. He or she will be managing multiple, competing deadlines, and will be required to maintain a calm composure under pressure.

### The Development Associate is responsible for delivering the following results:

- A robust, accurate and well-functioning donor database; timely and accurate donor acknowledgement letters and regular and accurate donor progress reports including results to date, recent activity, priority contacts to be made and next actions
- Facilitated leveraging of various staff and contractors to implement communications and development goals.
- Relevant, coordinated and timely communications products, including hard copy, email, web and social media content

### Responsibilities:

#### Fundraising process and coordination/Campaigns

Works closely with Campaign Manager to successfully implement appeals for major and planned gifts. Coordinates and executes the end of year appeal and other appeals, as assigned. Prepares fundraising reports for board packet, and board correspondence related to development. Prepares thank you letters, end-of-year reporting, and donor acknowledgements. Works with Office Manager to ensure that outstanding pledges are collected in a timely manner and that finance software and the DonorPerfect database are reconciled. Provides timely and accurate reports and information, sets meetings, and helps to manage calendars for the development team. Uses discretion and integrity to safeguard confidential donor information to include contact information and donation history. Helps build relationships with grantors and foundations, in addition researches new foundations and writes grants, as requested.

#### Database management and analysis (DonorPerfect software)

Maintains the donor database program to ensure accurate and timely data collection, coding, analysis, reporting and

acknowledgement, including online and credit card giving. Oversees management of the donor database using Donor Perfect software, and the email database, Constant Contact including data cleanup and regular maintenance. Ensures that deadlines are logged into database and produces reports of donations and/or report deadlines, as requested.

### **Support Donor Cultivation**

Attends donor visits and donor cultivation activities, (house parties and major donor appreciation activities, etc.) as requested. Assists the Campaign Manager in the development, implementation, and tracking of the Major Donor Plan, for the cultivation, retention, and recognition of major donors.

### **Communications**

Coordinates SLT publications and communications including SLT newsletters, brochures, website and social media. Supports Campaign Manager and newsletter editor in the development of content strategy. Leads the development of exciting content for social media, consistent with larger content strategy for communications. Maintains the design and content of the website, coordinating with the website consultant.

### **Grants**

Supports the fundraising team in developing and enhancing funding opportunities. Work effectively with program staff to research and design program elements, generate drafts for review and lead grant meetings to create high quality proposals, share updates, and discuss opportunities. Assists in strategizing and researching new funding prospects to support our mission. Serves as liaison for all funding agencies or organizations. Maintain contact with funding organizations during review of submitted proposals and grant applications.

### **SLT's Culture**

Every team member at SLT is considered a **leader** who embraces the role they have been assigned and encourages **colleagues** to be their best through effective **communication, collaboration** and shared **values**. As a small organization, we are **self-starters** and are **flexible** to the ever-changing circumstances. We operate from a place of **integrity, trust**, and personal **responsibility** with the goal of representing SLT in a positive way. We have mutual **respect** for one another and use **discretion** in all business dealings and communication.

### **Qualifications:**

- Bachelor's degree (or the equivalent of five years of fundraising, communications and/or administrative support).
- Ideally, the candidate will possess two or more years of fundraising, communications or administrative experience. Previous database experience is highly desirable.
- Grant research and writing experience a plus.
- Must be organized, detail-oriented and able to multi-task.
- Strong verbal and written communication skills and good judgment are essential.
- The ideal candidate will possess imagination and enthusiasm, is a strong self-starter and can lead as well as follow.
- Candidates must be able to work some evenings and weekends as required to support campaigns and projects
- Experience with Constant Contact, social media and website management a plus.
- Positive attitude, calm under pressure and good customer service a must!

### **Knowledge:**

- General land conservation concepts
- Non-profit organizations and how they function
- Microsoft Office and Google tools
- Constant Contact (or other email marketing software) and social media platforms
- Database management
- Fundraising concepts and processes

### **Skills:**

- Excellent written and verbal communication

- Prioritizing multiple projects
- Excellent follow-through and follow-up
- Attention to detail, time management and record-keeping
- Public speaking
- Problem solving and critical thinking
- Collaboration
- Adaptability

Abilities:

- Work with, motivate, and build strong relationships with stakeholders
- Engage with the public and inform/educate about Solano Land Trust
- Interact with all levels of staff, board of directors, elected officials, and the public
- Data analysis, record keeping, budgeting and reporting capability
- Make independent decisions that are in the best interest of time, budget, safety, and mission
- Navigate difficult conversations and situations
- Adhere to process, policies and procedures

Physical Requirements:

- Standing/sitting intermittently throughout the day
- Various fieldwork activities, including assisting other staff with trail maintenance and habitat restoration volunteer workdays, in varying weather conditions
- Lifting and carrying tools and field equipment
- Ability to drive for local and regional travel

**Benefits**

SLT provides a portion of the employee's health, dental, and vision insurance, matches up to 3% of employee's contribution toward their 403.b retirement account, and provides eleven paid holidays and two weeks of vacation per year.

**To Apply:**

Please send your cover letter, resume, and three references to Hadley McDonell, [hadley@solanolandtrust.org](mailto:hadley@solanolandtrust.org)  
Applicants may use references who are current or former employers, employees or project partners.