



Nantucket Conservation Foundation

DEVELOPMENT ASSOCIATE

Title:	Development Associate
Classification:	Non-Exempt
Reports to:	Director of Marketing & Communications
Direct Reports:	None
Revised Date:	9/30/20

Summary

The Development Associate supports the Development Office by managing the Development records and constituent database and assisting in the development and editing of Development materials. This individual also provides administrative support to the Director of Marketing and Communications, in addition to the Director of Development and the President/CEO, as requested. They participate in the planning and logistics of all Development events. The Development Associate also works closely with the Finance Department to process gifts according to established policies, track fundraising revenue and campaign pledges. Additionally, this role is integral to processing and providing year-end audit documentation, gift backup and required reports to finance. The Development Associate also serves as the front of house for incoming visitors and phone calls, directing inquiries from the public.

Specific Responsibilities

Development/Marketing & Communications

1. Acts as database administrator. Manage and maintain the Development database (Raiser's Edge/ RENXT) to include entering new members and donors; updating/correcting contact information; setting up new appeals/funds/campaigns and events for tracking.
2. Process, track, and acknowledge all donations including annual campaigns, multi-year pledges, major gifts, matching gifts, stock gifts, and soft-credit distribution of donor benefits while adhering to gift processing policies & best practice procedures.
3. Promptly generate acknowledgment letters, prepare & ensure timely mailing.
4. Responsible for creating lists and processing mailings for direct mail appeals, events, or special mailings as requested.
5. Maintain paper and electronic filing systems with accuracy and easy retrieval of information **for** all gifts processed throughout the fiscal year.
6. Create financial reports of daily donation intake/campaign totals/outstanding pledges to reconcile with the Finance Department's Accounting system.
7. Generate financial and constituent reports necessary to track fundraising performance and progress in prospect cultivation/solicitation; for the Annual Report; or as requested.
8. Assist and support activities and functions of Director of Development/Marketing where needed.



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9. Provide direct support during off-island Conservation Foundation related travel for senior staff
10. Manage weekly Mornings for Members/Winter Walks guest lists as well as communicate weekly information to attendees and Ranger and additional interpretive tours (safari, etc.) as needed.
11. Assist with the planning, execution and administration of special events, community, and fundraising activities; manage /track guest list and attendance; input information into RE database.
12. Greet Foundation visitors, donors, and Board members; manage all incoming/outgoing communications including answering telephone calls, responding to email inquiries, and receiving incoming mail.
13. Manage and reorder needed supplies including but not limited to: office supplies, supply closet, janitorial supplies, maps, letterhead, etc.
14. Provide administrative support as needed including the dissemination of information, planning and scheduling meetings, word processing, and event name tags.
15. Assist as needed with social media accounts including but not limited to Facebook, Twitter, and Instagram.
16. Assist as needed with monthly e-newsletter.
17. Make website updates and create new pages as needed
18. Update the Board contact list and Board bios annually, or as needed.
19. Takes on specific projects, as directed, such as donor research, preparing campaign letters and proposals, contributing to grant proposals, production of campaign materials, etc.
20. Provide administrative support to Development committee chair and other committees as needed.

Skills and Knowledge Required

- Bachelor's degree preferred
- Development and nonprofit organization experience preferred.
- Experience with MS Office, Outlook, Excel and databases
- Experience with Raiser's Edge/RE NXT software and Wordpress strongly preferred
- Outstanding communication and interpersonal skills
- Ability to handle confidential material
- Must be able to multi-task in a fast-paced environment
- Must be highly organized, detail-oriented, self-motivated, set high standards for accuracy and efficiency, and demonstrate a strong work ethic. Must have a strong comfort level and be consistent in punctuality, dependability and the ability to adapt to change professionally
- Ability to maintain professional, cordial relationships with the Board of Trustees, staff, donors, members and the community.
- Evenings and weekends may be required occasionally for special events



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Physical Requirements

- Capable of lifting and carrying a minimum of 50 pounds.
- Able to operate electronic office equipment