



# Nantucket Conservation Foundation

## DEVELOPMENT ASSOCIATE

<b>Title:</b>	Development Associate
<b>Classification:</b>	Exempt
<b>Reports to:</b>	Development & Donor Relations Manager
<b>Direct Reports:</b>	None
<b>Revised Date:</b>	2/20/2024

### Summary

The Development Associate supports the Development Office by managing the constituent database as well as gift acknowledgments and assisting in the editing of external communications. The Development Associate also works closely with the Finance Department to track fundraising revenue and process gifts according to established policies. Additionally, this role is integral to processing and providing year-end audit documentation, gift backup, and required reports to Finance for reconciliation. This individual also provides administrative support to the organization, primarily to the Director of Advancement and the President & CEO, as requested. The Development Associate also serves as the front of house for incoming visitors and phone calls, directing inquiries from the public.

### Specific Responsibilities

1. Act as database administrator. Manage and maintain the Development database (Raiser's Edge/ RENXT) to include entering new members and donors; updating and correcting contact information; setting up new appeals, funds, 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 and best practice procedures.
3. Promptly generate acknowledgment letters, prepare, and ensure timely mailing.
4. Manage weekly guest lists and regularly communicate information to program and event attendees.
5. Maintain paper and electronic filing systems with accuracy and easy retrieval of information for all gifts processed throughout the fiscal year.
6. Create weekly financial gift reports to reconcile with the Finance Department's Accounting system.
7. Generate reports necessary to track fundraising performance and progress in prospect cultivation and solicitation.
8. Create lists and process mailings for direct mail appeals, events, and special mailings as requested. Assist with the planning, execution, and administration of special events, community, and fundraising activities; track guest list and attendance; input information into database.
9. Greet Foundation visitors, donors, and Board members; manage all incoming and outgoing communications including answering telephone calls, responding to email inquiries, and receiving incoming mail.



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10. Provide administrative support as needed including the dissemination of information, planning and scheduling meetings, word processing, and event name tags.
11. Takes on specific projects, as directed, such as donor research, preparing campaign letters and proposals, contributing to grant proposals, production of campaign materials, etc.
12. Provide administrative support to Development committee and other committees as needed.

## **Skills and Knowledge Required**

- Bachelor's degree preferred
- Development and nonprofit organization experience preferred
- Proficient with Microsoft Office, Outlook, Excel, and databases
- Experience with Blackbaud Raiser's Edge NXT and Luminate software strongly preferred, knowledge of Importomatic and iWave software a plus
- 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 professionally
- Ability to follow instructions, prioritize, and complete tasks efficiently
- Ability to maintain professional, cordial relationships with the Board of Trustees, staff, donors, and members of the community
- Evenings and weekends may be required occasionally for special events

## **Physical Requirements**

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