



## **Development Assistant**

The Vermont Center for Ecostudies (VCE) advances wildlife conservation across the Americas using the combined strength of scientific research, long-term monitoring, and citizen engagement. Based, and with deep roots, in Vermont, our focus on northeastern North America's wildlife, including migratory birds, leads us to work across the western hemisphere to unite people and science for conservation.

A core group of staff conservation scientists is supported by a small team of fundraising, communications, and accounting staff, as well as a dynamic group of young biologists, interns, AmeriCorps members, and regular volunteers. A network of over a thousand active "citizen scientists" contributes significantly to our research and monitoring efforts.

We are actively recruiting a Development Assistant to support our efforts in fundraising and communications. This is a part-time position to start, based at our office in White River Junction, VT. Primary responsibilities include database management, event coordination, assisting with gift entry and acknowledgement, and fundraising appeals, donor communication, and mailings.

### **Responsibilities**

- Work daily in Little Green Light, our contacts database. Perform routine error-checks, data entry, list downloads, and event management. Proactively populate or update database fields. Create custom reports and donor lists as needed.
- Provide general support to other development staff. Receive new projects and priorities on a regular basis and adjust workflow to accommodate various needs throughout the year.
- Help to organize special events, such as retreats, field trips, presentations, and meetings. Support staff conducting programs or donor visits by assisting with displays, information packets, and post-visit follow up mailings. Regularly reconcile LGL and Constant Contact lists, in cooperation with Director of Communications. Assist with constituent communications through Constant Contact.
- Provide general office support, including handling emails on the [info@vtecostudies.org](mailto:info@vtecostudies.org) email address and loon project voicemail in the off-season, ordering supplies, coffee, and other essentials, handling mail and photocopier, and other miscellaneous duties as requested/required.

### **Qualifications**

- Steadfast attention to detail and commitment to accuracy and overall excellence

- Ability to quickly learn and manipulate our Content Management System (Little Green Light), including data entry, retrieval, and reports, and other electronic platforms (Constant Contact, MS office suite, Lightroom, Adobe suite, etc.), especially Excel
- Unwavering commitment to confidentiality and professionalism
- Enthusiasm for our mission and investment in the success of our organization
- Friendly, prompt, thorough, and clear communication skills (both oral and written)
- Ability to both work independently and collaboratively
- Ability to manage multiple assignments and projects at once and to meet deadlines
- Willingness to jump in and embrace new tasks with enthusiasm and competence
- Genuine interest in VCE's work, though no expertise in conservation science is expected
- Experience organizing/managing events desirable but not required
- Bachelor's degree or the equivalent professional and work experience.

To Apply:

Send resume, cover letter, and list of three references to [info@vtecostudies.org](mailto:info@vtecostudies.org). Please put "Development Assistant" in the subject line.