



JOB DESCRIPTION

Title: Temporary Development Assistant

Reports to: Development Director

Terms: Full-time / Temporary / Benefits Negotiable

Location: 20 Palmer Court, White River Junction, Vermont

Start date: February 19, 2024 (negotiable)

End date: September 20, 2024

Organizational Profile

The Vermont Center for Ecostudies (VCE) advances wildlife conservation in the northeastern US and across the Americas through scientific research and community engagement. Our work involves researching and monitoring biodiversity in a variety of ecosystems and delivering results to inform management and policy decisions. We work with many partners, primarily in New England, Canada, and the Caribbean, where some of the Northeast's migratory birds overwinter. We also engage thousands of volunteers in our work through data collection and monitoring. Our office is located in the vibrant community of White River Junction, just across the river from Dartmouth College.

At VCE, we believe that kindness and collaboration are integral to effective conservation science. Our staff is committed to creating a workplace culture that respects and celebrates diversity and values the wellbeing of all employees. We accomplish this by fostering inclusivity and offering flexibility within the workday to encourage a healthy work-life balance.

Position Summary

The Temporary Development Assistant plays an important role in our continuously growing philanthropy program. Responsibilities include managing our constituent database (Little Green Light), recording and acknowledging gifts and pledges, supporting communications and other fundraising activities, and generating lists and database reports. The position requires careful attention to detail, strong organizational skills, and the ability to handle multiple projects simultaneously.

Primary Responsibilities

- Manage VCE's Little Green Light (LGL) donor database with a focus on accuracy and consistency, including but not limited to:
 - timely gift entry, acknowledgment preparation, and reporting for annual fund gifts and grants, as well as campaign pledges and gifts;
 - proactive updates to appeal status, donor information, contact reports, and other communications;
 - appeal segmentation, printing, and mailing.
- Reconcile donations with monthly financial statements using Microsoft Excel.
- Assist the Development Director and other members of the development and communications teams in planning and implementing fundraising appeals.
- Organize and carry out other, smaller mailings as needed.

- Conduct some donor research using iWave and other sources and update the database accordingly.
- Create email lists from the LGL and Constant Contact databases as needed for appeals and events.
- Assist the Administrative Coordinator with the organization of special events for staff, board, and donors. Enter event attendees into the development database. Attend events as needed.
- Develop and propose new database protocols, queries, and reports to improve understanding of VCE's donor community, giving history, and donor trends.
- Assist with other duties as assigned. VCE is a small and constantly evolving organization with ambitious goals for growth. A willingness to contribute your unique skills and talents to projects and initiatives beyond your stated job description will be necessary at times.

Qualifications

- Two years of recent experience with data entry and database management (LGL experience preferred)
- Demonstrated success and comfort with learning and fully utilizing software, technology, and administrative systems
- Proficiency with Microsoft Office programs, particularly Word and Excel, and internet search engines
- Meticulous attention to detail with an eye for consistency, accuracy, and quality
- Ability to follow and create efficient, replicable processes and protocols
- Capacity to recognize and maintain confidential donor and gift information
- Strong verbal communication skills, including ability to listen actively and express ideas clearly
- Strong writing skills, including familiarity with the rules and conventions of composition
- Strong organizational and planning skills
- Comfort with juggling multiple tasks and/or projects efficiently and completing them in a timely manner while shifting focus rapidly if new priorities emerge
- Ability to work collaboratively and independently
- Discernment in identifying tasks that call for collaborative vs. independent approaches