



JOB POSTING

Temporary Development Assistant – Friendly workplace, flexible hours, and variety of tasks

Our Organization

The [Vermont Center for Ecostudies](#) promotes wildlife conservation in New England and across the Americas through scientific research and community engagement. Our scientists and volunteers gather essential information to guide habitat stewardship. We are committed to creating a workplace culture that respects and celebrates diversity and values the wellbeing of all employees. We accomplish this by offering flexibility within the workday to help foster a healthy work-life balance.

Position Summary

The Temporary Development Assistant plays a central role in our growing philanthropy program. Responsibilities include managing our constituent database, entering and acknowledging gifts and pledges, supporting fundraising appeals, and assisting with other tasks as needed. The position requires careful attention to detail, strong organization skills, and the ability to handle multiple projects simultaneously. The ideal candidate will have two years' recent experience with database management (Little Green Light preferred), gift acceptance and acknowledgment, or equivalent administrative experience.

This is a six- to seven-month, full-time position that begins in February.

The Temporary Development Assistant works out of our White River Junction office four or five days a week.

The pay for this position will be \$21-\$23 per hour, depending on experience. Download the full job description [here](#).

Application Procedure

Please send a cover letter and resume as PDF attachments to Laura Prothero (lprothero [at] vtecostudies.org). Applications will be accepted on a rolling basis.