



## **JOB DESCRIPTION**

**Title:** Development Assistant

**Reports to:** Director of Development

**Terms:** Full-time / Non-Exempt / Eligible for Benefits

**Location:** 20 Palmer Court, White River Junction, Vermont

## **Organizational Profile**

The [Vermont Center for Ecostudies](http://www.vermontcenterforecostudies.org) (VCE) advances biodiversity conservation in the northeastern U.S. and internationally 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 engage thousands of volunteers on a wide range of projects through data collection and monitoring.

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 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, generating lists and database reports, collaborating with the Business Manager on reconciliation with financial statements, and coordinating field trips. 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 efficient processes, accuracy, and consistency, including but not limited to:
  - develop and propose new database protocols, queries, and reports to increase efficiency and improve understanding of VCE's donor community, giving history, and donor trends;
  - update and maintain written database protocols and instructions;
  - learn new LGL features and train staff to use LGL effectively;
  - research, test, and implement database integrations;
  - process gifts and acknowledgments in a timely manner, including reporting for individual giving and grants;
  - proactively update constituent records in LGL, including appeal status, donor information, contact reports, and other communications;
  - assist Annual Fund Manager with appeal segmentation, printing, and mailing;
  - generate donor/funder lists for the VCE annual report; and
  - other LGL projects as required.

- Working with the Business Manager, reconcile donations with monthly financial statements using Microsoft Excel. Complete annual gift reconciliation and assist with gift documentation for biennial audits.
- Assist in planning and implementing fundraising appeals with the other members of the development and communications teams.
- Organize and carry out other, smaller mailings as needed.
- Create email lists from the LGL and Constant Contact databases as needed for appeals and events.
- Coordinate donor trips and assist in the organization of special events for staff, board, and donors, including all associated data management in LGL. Attend events as needed. Support staff who conduct programs or events by assisting with informational materials.
- Provide general development support. Conduct some donor research using iWave and other sources and update the database accordingly.
- Assist with other duties as assigned, including participation in staff committees and events.

### **Qualifications**

- Two years of recent experience with database management and data entry (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 create and follow efficient, replicable processes and protocols
- Capacity to recognize and maintain confidential donor and gift information
- Strong organizational and planning skills
- 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
- 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
- Willingness to contribute unique skills and talents to projects and initiatives beyond the stated job description