



JOB POSTING

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

The [Vermont Center for Ecostudies](#) (VCE) seeks a Development Assistant to manage data, acknowledge gifts, and coordinate field trips in support of our fundraising efforts. Key qualifications include the ability to develop and adhere to data management protocols, organize information, prioritize tasks, and attend to small details with a high degree of accuracy. Enthusiasm for VCE's mission and motivation to perform high-quality work are also required.

Our Organization

VCE promotes biodiversity conservation in the northeastern U.S. and internationally through scientific research and community engagement. Our scientists and volunteers gather essential information to guide habitat management and protection. We work with many partners, primarily in New England, Canada, and the Caribbean Basin, to map biodiversity, determine the status of vulnerable species, and recover imperiled populations.

We are committed to fostering a diverse, equitable, and inclusive workplace, rooted in respect and care for the whole person. Our mission draws strength from the variety of perspectives and backgrounds on our team. And our policies are designed for real lives, offering paid parental leave, personal time, and flexible schedules. We welcome applicants to share and celebrate their unique experiences, identities, and abilities when applying.

Position Summary

The 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, coordinating field trips, and assisting with other tasks as needed. The position requires careful attention to detail, strong organizational 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 full-time position begins in the fall.

The Development Assistant works four or five days a week out of our White River Junction office, located across the river from Dartmouth College.

The pay for this position will be \$22-\$24 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.

All qualified applicants will receive consideration for employment without regard to race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity, place of birth, crime victim status, disability, or protected veteran status.