



Position Description

Development Assistant

Background

The Buzzards Bay Coalition is a private, non-profit membership organization dedicated to the protection, restoration, and sustainable use and enjoyment of Buzzards Bay and its watershed. Founded in 1987, we work to improve the health of the Bay ecosystem for all through education, conservation, research, and advocacy. The Coalition is managed by a 17-member volunteer Board of Directors and maintains a staff of 18 conservation professionals at its main office in New Bedford.

Position Description

This position provides support to the Development Team in developing and maintaining positive relationships with a diverse mix of individual, foundation, and corporate members and donors. The Development Assistant joins a team of five full-time staff in ensuring regular, personalized communications with Buzzards Bay Coalition constituents. The position also contributes to the success of multiple fundraising events ranging from small in-home donor engagement parties to the organization's signature outdoor events, the Buzzards Bay Swim and Watershed Ride by providing administrative and logistical support. Commitment to the integrity of our donor records is critical and the position is responsible for the maintenance of the Raiser's Edge and Luminate fundraising databases to ensure accurate and up-to-date data. In addition, the Development Assistant supports the production of timely and accurate gift acknowledgement for all donors and funders.

The position is full-time (40 hours/week) and reports to the Vice-President of Community Engagement. Main areas of responsibilities include, but are not limited to:

Database Coordination and Donor Relations – 50%

- Take ownership for the accuracy and integrity of the Raiser's Edge database;
- Coordinate daily mail processing, preparation of deposits, batching for data entry;
- Coordinate online transaction batching and posting to the database;
- Coordinate with Development and Finance staff to confirm donor intent and ensure appropriate gift allocation;
- Perform data entry of complex gift transactions, including in-kind gifts, stock transactions, pledge payments, split gifts, 'soft credits,' payroll deductions, recurring gifts and other sophisticated transactions;

- Produce accurate and timely acknowledgement letters and administer signature process with multiple staff signers;
- Ensure that donor messaging is high-quality and appropriate for each recipient and ensure that gift acknowledgment text is accurate and up to date;
- Maintain accurate hard copy files for solicitations and acknowledgements;
- Prepare acknowledgement letters for gifts with special designations;
- Develop database queries and produce constituent lists, including list segmentation, for mail and e-mail communications;
- Support other departments with the production of geographical mail/e-mail lists;
- Produce routine database reporting;
- Support ongoing special projects in database maintenance including ad hoc coding projects and data hygiene activities;
- Coordinate a database duplicate elimination process on a bi-monthly basis;
- Administer recurring and corporate matching gift transactions;
- Maintain an acknowledgement letter library and manage all online acknowledgements;

Event Support – 35%

- Support participant recruitment, logistics planning and implementation of our signature outdoor fundraising events - Buzzards Bay Swim and Watershed Ride – as well as smaller Falmouth Road Race and annual Golf events,
- Facilitate major giving society events, and other donor receptions and events;
- Independently coordinate specific special event project tasks;

Fundraising Administration – 15%

- Maintain Development files for all solicitations, correspondence, and acknowledgements;
- Provide administrative support for foundation relations, major gifts, special events, record keeping, and other routine Development activities;
- Coordinate routine monthly membership process, mail merges, and in-house printing of direct mail appeals, including managing assembly, materials inventory, and postage;
- Coordinate outsourced printing and direct mail production;
- Manage bulk mail postal account and all postage coordination;
- Provide direct phone and in-person support to donors and event participants;
- Coordinate volunteers in the delivery of all task areas above.

Salary/Benefits

The position is a non-exempt, full-time (40 hours/week) position. Compensation is \$16.00/hour with benefits, including employer contributions toward health insurance.

Professional Qualifications

- Bachelor's Degree
- Minimum two years related on-the-job experience, preferably in an office setting.

- Computer skills: Microsoft Office with advanced skills in Word, Excel, mail merges and internet/email.
- Database management experience preferred, particularly with Raiser's Edge.
- Excellent writing skills.

Personal Characteristics

Candidate must have strong organizational skills, attention to detail, discretion in managing confidential data, and a professional and positive demeanor. Ability to work in a team environment, manage multiple tasks & take initiative. Candidate should share an enthusiastic commitment to the conservation mission of the Buzzards Bay Coalition.

To Apply

Qualified candidates should forward a cover letter and resume by email to:

Donna Cobert, Membership Director, at cobert@savebuzzardsbay.org

The Buzzards Bay Coalition is an Equal Opportunity Employer

Posted November 1, 2016