



## Job Description: Development Associate

FLSA STATUS: Nonexempt (Part-Time)

DIVISION: Development and Marketing

REPORTS TO: Vice President, Development & External Affairs

APPLICATION DEADLINE: November 1, 2020

TO APPLY: Submit cover letter and resume to VP of Development & External Affairs  
Tom Dougherty [tdougherty@alleghenylandtrust.org](mailto:tdougherty@alleghenylandtrust.org) with "Development Associate" in the subject line.

### General Summary

The Development Associate will assist and advance Allegheny Land Trust's fundraising operations by assuming day-to-day responsibility for all donor management activities, coordinating the organization's on-going membership renewal and expansion efforts, and performing additional administrative and support functions as requested.

This entails the receiving, processing, recording, and acknowledgement of mail-in and on-line donations; functioning as the in-house expert and keeper of the donor management software system; utilizing the system's reporting features to mine data and provide reports that inform fundraising and outreach strategies, and provide input on strategic discussions; managing membership data and leading membership renewal communications; and responding in a timely and professional manner to a range of donor requests and inquiries.

The Development Associate works under the general supervision of the V.P. of Development and External Affairs and supports others in the organization.

### Principal Duties and Responsibilities (Essential Functions)

- Opens, date stamps, and distributes all incoming mail-including donations.
- Promptly enters all donations into donor management system.
- Ensures that all donations are properly acknowledged.
- Prepares documentation for weekly ALT bank deposit.
- Enters all other transactions, communications, and updates into the donor database system as necessary.
- Serves as ALT's point of contact with donor management system provider (Network for Good).
- Functions as ALT's in-house expert on the donor management system.
- Prepares regular and custom reports as requested using the donor management system.
- Tracks monthly membership expirations, conducts renewal mailings, and reports on results.
- Identifies and pursues additional activities to expand membership.
- Provide other administrative support assistance as requested.

## Qualifications/Requirements

- Professional demeanor and proven ability to communicate effectively.
- Superior organizational and time management skills.
- Demonstrated ability to meticulously manage details.
- Working knowledge of non-profit fundraising processes as demonstrated by associate's or bachelor's degree in business, marketing, non-profit management, or a related field.
- A minimum of one year of experience working at a non-profit organization.
- Existing knowledge of and experience using donor software systems (such as E-Tapestry, Network for Good) with ability to input and export data to maintain the system and create donor reports.
- Fluency in Microsoft Word and Excel software packages.
- Ability to effectively communicate with vendors and effectively manage vendor relationships.
- Basic understanding of and interest in conservation and environmental issues a plus.
- Understanding and willingness to adhere to ALT policies, procedures, and practices.

## Working Conditions

The development associate is a part-time (16-20 hours per week) position, performed under normal office conditions at ALT's offices in Sewickley, PA. Occasional participation in outdoor activities such as hikes and outdoor service projects that require walking on uneven terrain and lifting and carrying materials up to 35 lbs. may be required.

Note: During the current COVID-19 pandemic it is expected that the development associate will spend a minimum of 8-hours per week in the office with stringent social distancing protocols in place.

## ALT Background

ALT is a 501(c)3 land conservation nonprofit created in 1993 to help local people save local land. The organization's mission is to conserve and care for local land for the health and well-being of current and future generations. ALT is a nationally-accredited conservation land trust.

ALT is an equal opportunity employer and follows affirmative action policy.

**Disclaimer:** *The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*