ecoAmerica
building climate leadership

POSITION DESCRIPTION

JOB TITLE:	Development Assistant
DEPARTMENT:	Development
REPORTS TO:	VP of Development

ORGANIZATION & PROGRAM BACKGROUND

ecoAmerica is a 501(c)(3) non-profit that uses consumer research and strategic partnerships to create large-scale engagement programs that build awareness, understanding and action for climate and sustainability solutions among everyday Americans. Founded in 2005, we have a core expertise in consumer marketing for collective action. We focus on building the base for climate and sustainability solutions by connecting them to the core values and day-to-day concerns of Americans. Further information on our organization and programs is available at www.ecoamerica.org. ecoAmerica has offices in Washington, D.C., and San Francisco. This position is based in Washington, D.C.

This position presents a unique opportunity to work hands-on in a dynamic, rapidly changing setting, with colleagues and partners committed to engaging Americans from all walks of life to solve the largest challenge facing mankind today: climate change. It is ideal for a self-starter who is detail-oriented and embraces new technologies/new media, and who is an excellent communicator and team player.

POSITION SUMMARY

The Development Assistant will be a critical part of a five-person development team—including ecoAmerica's President, VP Development, a Corporate and Foundation Relations Manager, and the President's Executive Assistant—working to meet an ambitious fundraising goal by soliciting contributions from individuals, foundations, corporations, and other nonprofit organizations. S/he will conduct many aspects of administration for the team, including researching prospects, tracking moves, drafting thank you notes and meeting requests, creating Power Point presentations, entering data into Salesforce, running reports, and producing outreach lists for specific campaigns. The position requires strong research, management, writing and proofreading skills, as well as a thorough understanding of fundraising moves management. The ideal candidate will also be well-versed on fundraising database maintenance (ideally Salesforce) and the have the ability to create various reports to support the organization's fundraising efforts.   S/he works closely with the Vice President on tracking the organization's progress toward meeting ambitious annual fundraising goals. Responsibilities also include event planning, logistics, interaction with donors, and drafting correspondence, promotional material, proposals and reports.

RESPONSIBILITIES

- Support the VP in developing and implementing a donor stewardship program that includes invitations to events and regular e-outreach (through newsletters, webinar invitations, and other benefits).
- Enter moves management items (emails, meeting debriefs, etcetera.) into Salesforce.
- Conduct, report, and archive prospect research on individuals, foundations, and corporations that could be good candidates for solicitation.
- Prepare pre-meeting briefings for the VP and the President.
- Track moves management toward goals, including action to follow up on meetings and events.
- Help develop materials that present a compelling case for becoming a donor to ecoAmerica.
- Draft reports, proposals and other correspondence as needed.
- Edit—and oversee moves management on—reports, proposals and correspondence being drafted by colleagues.
- Organize and maintain donor records on current and prospective donors.
- As needed, work with the VP and ecoAmerica's Events Manager to organize events designed to steward and expand the ecoAmerica's pool of supporters. This includes securing venues, building and tracking invitee lists, following up on invitations with phone calls, keeping registration lists, and staffing events.
- Oversee development interns.
- Perform other duties as needed.
- Limited (less than 10%) domestic travel

QUALIFICATIONS, KNOWLEDGE SKILL REQUIRED (Minimum education and experience needed to perform the job adequately):

- Bachelor's degree; advanced degree a plus**.**
- A minimum of 2-5 years of development/fundraising experience
- Knowledge of fundraising principles and practices, preferably in a non-profit environment.
- Knowledge of and experience with Salesforce a definite plus.
- A team player willing to "roll up his/her sleeves" is key.
- Capacity to be flexible and creative in the face of challenges.
- Experience building and maintaining a fundraising data base, preferably in Salesforce.
- Experience with Mac computers.
- Excellent research skills.
- Detail-oriented, with exceptional organizational skills.
- Superb writing, editing and verbal communications skills. Able to prepare accurate and persuasive proposals with strict adherence to funders' guidelines.
- Ability to follow instructions and ask clarifying questions.
- Ability to take initiative and work independently as well as with a team.
- Ability to prioritize, multi-task and meet deadlines in a fast-paced environment.
- Ability to maintain confidentiality.
- Excellent attention to detail. Organized and process-oriented.
- Commitment to climate and environmental solutions and ecoAmerica's mission.

ADA SPECIFICATIONS (Physical demands that must be met in order to successfully complete the essential functions of the job):

This position is largely sedentary in nature, however, one must possess the ability to speak, hear, and write as well as the ability to use a computer and related software programs, and lift up to 20 lbs. Local and/or national travel periodically required.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.