Position Announcement: Development Associate

November 2020

Position Summary:
NS/S seeks an enthusiastic, team-oriented, self-starter who will thrive with a challenge and who is well-suited to working collaboratively with a small staff. This position is responsible for all administrative aspects of philanthropy and facilities fundraising including membership fulfillment and renewals, donor relations, direct mail appeals, sponsorships and special events. Requires ability to travel locally and occasional work on weekends and evenings.

Duties and Responsibilities:
- Process all gifts (including in-kind good and services) and prepare thank-you letters and other donor correspondence
- Continually update and maintain database records
- Maintain positive and prompt member and donor communications
- Plan and implement membership recruitment and retention initiatives
- Develop targeted mailing lists; coordinate production and mailing of membership and appeal letters
- Plan, execute and evaluate 4-6 fundraising campaigns each year (Giving Tuesday, AZ Gives, Spring Appeal, Year End Appeal, Summer Appeal, etc.)
- Run and analyze monthly fundraising and membership reports
- Conduct preliminary research on prospective corporate, foundation and individual donors
- Prepare funding proposals and reports (Annual Report, Grant reports, etc.)
- Responsible for confidential and time-sensitive material
- Answer phone messages, respond or transfer as appropriate, including resolving Development or Membership issues
- Provide administrative and clerical support (printed educational materials) for online/store events
- Other duties as assigned

Minimum Qualifications:
- Bachelor’s degree
- Two years or more of experience in a development, membership, or administrative position at a nonprofit organization
- Experience working with and communicating with a wide range of people, including community leaders
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Attention to detail and accuracy
- Direct experience with NEON CRM or similar non-profit database management
- Experience with Classy or other nonprofit donation platforms
Must have reliable transportation and possess valid Driver’s License, and maintain proof of paid up-to-date insurance coverage

Knowledge, Skills and Abilities:
- Uphold mission, goals, and values of NS/S and make decisions that reflect them within the scope of this position
- Experience and knowledge of project management and coordination
- Ability to work under direct supervision and independently, as well as take initiative to get the job done
- Exhibits maturity and professionalism
- Superior organizational, interpersonal, communication, time-management and problem-solving skills
- Technological aptitude and willingness to quickly develop expertise with new software
- Excellent oral and written communication skills
- Familiarity with gardening, sustainable farming, or environmental conservation helpful
- Ability to prioritize and multitask

Compensation includes health benefits and generous paid time off. Please submit resume, cover letter, and three professional references to employment@nativeseeds.org
Native Seeds/SEARCH is an equal opportunity employer. Applications accepted until filled.

Hourly rate $15-$20/hr. This position requires a minimum of 30 hours per week up to 40 hours per week.