



Job Posting: Development Associate

Potomac Conservancy seeks a Development Associate who has work experience within a fundraising program and a strong interest in environmental protection to join a welcoming team who will support your ability to grow within the position. This dynamic position offers you an exciting opportunity to be at the nexus of the donor experience, provide support for the organization's fundraising team, and work closely with the board of directors. This position reports to the Manager of Institutional Giving.

Founded in 1993, [Potomac Conservancy](#) is a vibrant and growing environmental organization. We are the region's leading clean water advocate, advancing an agenda to ensure the Potomac River boasts clean drinking water, healthy lands, and connected communities. You will be joining a fun and entrepreneurial team of dedicated staff members who seek to improve the water quality of the Potomac and its tributaries by motivating and activating an impassioned base of local river advocates. Join us and make a difference in your community!

RESPONSIBILITIES:

1. FUNDRAISING

Gift (Donation) Processing

- Process donations received in-house (via mail/phone) and manage third-party gift processing vendor.
- Ensure donor records are accurately tracked in the database.
- Maintain filing for gift processing.

Donor Stewardship

- Manage donation acknowledgment system.
- Prepare and disseminate monthly/weekly gift reports from database.
- Provide resources and materials to assist staff and board members with donor stewardship.
- Field phone inquiries.

General Fundraising Support

- Maintain up-to-date contact info for development vendors and consultants.
- Process vendor invoices.

Event Support

- Support annual donor appreciation reception and spring fundraising event.
- Help coordinate with venue, caterers, designers, printers, and other vendors.
- Manage invitation production and tracking of RSVPs.
- Provide event logistics and set up.
- Coordinate post-event follow up.

2. BOARD LIAISON

- Schedule board committee meetings and conference calls; send meeting/call reminders; confirm committee member attendance.
- Oversee board meeting and retreat preparation.
- Prepare and disseminate orientation materials for new board members.

3. OFFICE ADMINISTRATOR

- Oversee office management:
 - Serve as main point of contact for outside vendors and building management.
 - Serve as point person for IT consultant and utility vendors.
 - General administrative duties including, but not limited to, answering the main phone line, sorting mail, and ordering office supplies.

QUALIFICATIONS

- 4-year college degree.
- Prior work experience as part of a fundraising team.
- Customer-service approach with coworkers, donors, and vendors; strong team-approach.
- An exceptional ability to organize your own work, meet deadlines.
- Experience managing projects independently, making decisions under tight timelines, and comfort adapting and responding quickly to change.
- A detailed-oriented focus with room to see and understand the big picture.
- Ability to remain calm under pressure and solve workplace problems creatively.
- Hands-on experience with database management and data entry.
- Excellent verbal and written communication capabilities.
- Excellent knowledge of MS Office applications.
- Knowledge of fundraising best practices is a plus.
- Meeting/event planning experience is a plus.

Location, Schedule, and Travel: Potomac Conservancy is headquartered in downtown Silver Spring, Maryland, with a field office in Winchester, Virginia. This position will be based in Silver Spring.

Compensation and Benefits: This is a full-time, hourly position (40 hours per week) with an annual compensation of \$30,000 - \$34,000. In addition to staff outings, benefits include medical and dental coverage; 18 days paid time off and 10 holidays per year; working with bright, fun coworkers; and interacting with an engaged board of directors.

To Apply: The deadline for applications is March 20, 2015. To be considered, you need to submit a cover letter and resume to resume@potomac.org. Potomac Conservancy is an equal-opportunity employer.