Georgetown Heritage – Development Associate

Georgetown Heritage is seeking an energetic and organized person to serve as its Development Associate. Georgetown Heritage is a non-profit organization working to revitalize and interpret the Georgetown section of the C&O Canal in partnership with the National Park Service, Georgetown Business Improvement District (BID), and the District of Columbia government. The Development Associate will support our fundraising work, canal boat interpretive program, and work with the board and professional staff. You will be hard pressed to find a more engaging early- career job in Georgetown.

Position Summary

The Development Associate is responsible for working with the Executive Vice President and Board of Directors to support all fundraising and donor relationship activities, assist with event planning and volunteer programs, ensure timely acknowledgement of contributions, track revenue and expenditures, assist with social media activities, manage the Salesforce Database, prepare reports, book and manage group ticket sales for the canal boat, and perform other duties as assigned. This is a full-time position with occasional evening and weekend work required.

Duties and Responsibilities

● Support staff and Board in implementation of fundraising plan (including large donors, foundations, and small donors) to support the short- and long-term philanthropic needs of the organization.

● Manage Donor Database in Salesforce to ensure that accurate and thorough records are maintained, including contact reports, giving history, biographical data, etc.

● Manage all aspects of donor recognition program

● Provide logistical support for events and meetings

● Assist in developing and managing external client boat charters and events

● Assist in soliciting grants and submitting grant reports

● Perform prospect research

● Support the Executive Vice President, Director of Public Programs and Partnerships and the Director of Planning with scheduling needs and other administrative tasks

● Support the organization with other duties as assigned to advance the understanding, cause, mission and the support of Georgetown Heritage.

● Assist with website maintenance and updates

This position has growth potential into management roles in fundraising or communications as the organization grows.
The successful applicant should have the following qualifications:

- 2 years of experience and success in fundraising and development or similar field.
- Excellent verbal and written communications skills used with a variety of constituencies.
- Computer skills, particularly in word processing and record-keeping (Microsoft Word and Excel). Familiarity with Salesforce or other database a plus.
- Bachelor’s degree required
- Be able to take initiative and work independently, with attention to detail and ability to work autonomously in a deadline-driven environment.
- Be able to think creatively about opportunities to raise funds, manage competing priorities, and work well with colleagues.

This experience is a plus:

- Have helped coordinate fund-raising activities.
- Experience working with major donors.

**Salary & Benefits**

$50,000 - $60,000 (based upon experience) plus generous benefits package.

**How to Apply**

Please email a cover letter, resume, and three references to jobs@georgetownheritage.org with your name and “Development Associate” in the subject line. No phone calls please.

Georgetown Heritage provides equal employment opportunities (EEO) without regard to race, color, religion, sex, national origin, age, non-job-related disability, veteran status, genetic information or other protected group status. In so doing, we are committed to ensuring that all employees and applicants for employment are afforded an equal opportunity to pursue job opportunities to the fullest extent possible with the organization. Decisions on employment, promotions, and opportunities for personal development, compensation and benefits reflect our commitment to furthering the principles of Georgetown Heritage’s equal employment opportunity policy.