

JOB ANNOUNCEMENT

August 10, 2017

JOB TITLE: Development Associate

REPORTS TO: Director of Communications and Development

JOB SUMMARY:

The Development Associate will assist with research, identification, cultivation, solicitation, and stewardship of gifts from corporations, foundations, and individual prospects. S/he will play a key coordination role in Casey Trees' fundraising efforts, draft fundraising materials, organize and execute cultivation and fundraising events, and manage donor acknowledgement and recognition programs.

RESPONSIBILITIES INCLUDE:

GENERAL

- Manage gift acknowledgement process in a timely and organized manner.
- Oversee Membership program including Member acquisition and renewal.
- Research current and potential donors to evaluate their giving potential and propensity.
- Draft content for donor communications including letters, brochures, newsletter features, web and social media.
- Arrange meetings with donors and potential donors.
- Draft and edit print solicitations including End of Year appeal and email appeals.
- Direct Casey Trees' participation in workplace giving programs including the Combined Federal Campaign, and national philanthropy campaigns such as *Giving Tuesday*, *Do More 24*, etc.
- Administer monthly giving program, matching gifts, pledges and pledge payments.
- Recruit and manage development interns.
- Manage online shop and its inventory. Includes tracking and ordering items when needed.

GRANTS

- Identify and research government funding applications as well as private and corporate foundation opportunities.
- Collaborate with program staff to understand their work, and propose funding opportunities to advance their ongoing programmatic offerings.
- Produce inspiring, well-written correspondence to funders at all stages of the cultivation process, including communications with staff, letters of inquiry, proposals and reports.
- Track and manage grant deliverables, including interim and final reports, working with both program staff and administrative teams to develop narrative and financial reports.

SPECIAL EVENTS AND COMMUNITY OUTREACH EVENTS

- Plan and execute fundraising and cultivation events for donors and constituents
- Solicit and secure sponsorships and silent auction donations for events.
- Provide leadership in overall event organization, theme, logistics and timelines.



- Create and manage guest lists and/or ticket sales for premier events, when appropriate.
- Assist in coordinating the logistics at the Casey Tree Farm for events, donors, and executive use.
- Attend and staff community events and festivals on behalf of organization.

DATA MANAGEMENT

- Create and manage donor and prospect records; set up campaigns, log pledges and gifts.
- Write and run reports to track income, create mail merges, and build mailing lists.
- Regularly create and run both statistical and qualitative reports on donations, including monthly reports and board updates.
- Reconcile donations and revenue with business department on a monthly basis.
- Coordinate record cleanup with CRM Administrator.

REQUIRED EXPERIENCE AND QUALIFICATIONS:

- Bachelor's degree and a minimum of two years successful experience in development and fundraising.
- Exceptional written and verbal communication skills. Grant writing experience highly desirable.
- Meticulous organizational skills and attention to detail.
- Experience coordinating and prioritizing multiple projects within a deadline-driven environment.
- Strong experience with CRM systems such as Salesforce, prospecting platforms including Wealth Engine and computer software particularly Excel.
- Willingness and ability to work evenings or weekends when required.
- Resourceful and creative team player
- Demonstrated interest in the Casey Trees' mission.
- Strong sense of humor.
- Valid driver's license.
- Must be able to lift 50 pounds.

POSITION DURATION AND COMPENSATION:

This position is full-time and permanent. Salary is commensurate with experience. Preferred start date is October 2 or sooner.

TO APPLY:

Please email the following items to Italia Peretti, Director of Communications and Development at jobs@caseytrees.org:

- Letter of interest including salary expectations
- Resume
- Two (2) writing samples such as a solicitation letter or prospect profile
- Contact information for two professional references

Applications are accepted until the position is filled. No telephone or email inquiries please.

Casey Trees is an Equal Opportunity Employer