

Title: Development Assistant

FLSA Status: ¾ Time

Salary Range: \$35,000 - \$40,000 (30hr work week)

Benefits: Comprehensive benefits package (paid time off, 403b retirement plan, health, dental and vision insurance)

Office Location: Brighton (partial remote work negotiable)

Reports to: Development Director

Purpose: The Development Assistant advances Bird Conservancy of the Rockies strategic priorities by assisting in the coordination of fundraising events, annual mailings and stewardship activities. This position works with our conservation, education, finance, and communications departments, and reports directly to the Development Director. The ideal candidate will have the ability to multitask effectively, collaborate on projects from inception to completion, and perform their duties independently as well as in a team. This position is entry level eligible for candidates who possess the willingness to learn and grow with the organization.

Essential Job Duties and Responsibilities:

- Coordinate multiple annual donor mailings and email campaigns including mail merges, database list production, and vendor relations.
- Co-manage operations for multiple fundraising events including processing of sponsorships, tickets, auction items, on-site logistics management, and vendor relations.
- Develop and maintain up to date information in donor databases.
- Complete donor research and identification.
- Be a passionate and tireless representative and advocate for Bird Conservancy of the Rockies.

Other Duties:

- Occasional donor relations involving basic donor services.
- Occasional donor field trip coordination and attendance.
- Maintain relationships with science, stewardship, education and communications staff to develop knowledge of activities gather information for donor communications.
- Other duties as assigned.

Essential Knowledge, Skills and Experience:

- Event management and logistics capabilities including ticketing, auctions, and operations. May be substituted for proven project management experience.
- Familiarity with database and data entry best practices.
- Experience handling large mailings and working with printers and mail houses.
- Proficient in Microsoft Office, Google, and other applications.
- Collaborative mindset with a proven ability to work well in diverse team settings.

Preferred Knowledge, Skills and Experience:

- Experience with email marketing platforms.
- Strong communication skills, both written and verbal.
- Experience with graphic design concepts and software.
- Highly organized with the ability to manage multiple deadlines simultaneously.
- Flexibility to work occasional evenings and weekends.
- Familiarity with environmental/conservation issues.
- Familiarity with Front Range business and philanthropic communities.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in a standard office setting, with considerable sitting, standing and viewing of computer
- Mid-level stress.
- Requires reaching continually throughout the workday (mouse, keyboard, telephone).
- May include lifting up to thirty (30) pounds of project gear on an infrequent basis. Proper lifting techniques required.

Material and Equipment Directly Used:

Standard office equipment (e.g. laptop, printers); PC with MS Office software applications.

Equal Opportunity Employer:

Bird Conservancy of the Rockies is an equal opportunity employer committed to creating a diverse work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

COVID-19 Policy:

Bird Conservancy is committed to protecting and enhancing the welfare of its employees during the COVID-19 pandemic. As a condition of employment, all newly hired employees must provide to Bird Conservancy's human resources representative either proof of full vaccination at employment start date or agree in written form to weekly testing until further notice. Any proof of vaccination or weekly test results submitted to Bird Conservancy will remain confidential.

To Apply: Please submit a one-page cover letter and resume in ONE document to applicants@birdconservancy.org with "Development Assistant" in the subject line. Applications will be accepted and reviewed until January 15, 2022.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. The employee will be required to follow any other instructions and to perform any other duties requested by their supervisor. Nothing in this job description shall

create or is intended to create, or shall be construed to constitute a contract of employment, express or implied. Employees are held accountable for all duties of this job.