# Nature Collective

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## Development Assistant

## Job Description

**Classification:** Full-time, Non-Exempt
**Reports to:** Associate Director
**Salary:** $21.00-$25.00 per hour

### Benefits and Features

This is a full-time, non-exempt position with 40 hours per week
Medical, Dental and Vision Coverage employer paid for employee up to $450 per month
Life Insurance
Employee Assistance Program
401 (k) with matching
80-216 hours paid time off per year, based on seniority
48 hours paid sick time per year
9 paid holidays
Monthly hikes

### Position Summary

The Development Assistant is responsible for administrative process involved with managing donor relationships to include research, coordination of development events, and scheduling; while accurately recording and processing donor gifts and corresponding acknowledgements.

### Responsibilities

- Record all gifts accurately and timely using a CRM database
- Select, prepare and send appropriate individualized acknowledgements for all gifts based on accuracy and timelessness criteria
- Process and handle donor information securely and confidentially
- Processes data and prepares donor reports using great attention to detail when executing the import/export processes
- Contribute to Nature Collective's fiscal sustainability to achieve annual fundraising goals
- Conduct calls to and from donors professionally and meets and greets in-person visitors
- Organize, create and maintain development records, files, and other related materials
- Create organized mailing lists and ensure timely delivery of donor materials
- Provide support at charitable events, including registration and donation processing

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- Coordinates logistical planning of major donor events including securing venue and vendors, managing guest lists and assisting with registration
- Maintain and perform record and data cleanup/updates to ensure consistency and integrity
- Compile and create folders and marketing materials for prospective development meetings
- Other related administrative duties as assigned
- Oversees CRM database administration including data entry, data integrity, report creation, and maintenance of physical and electronic files
- Configures backed CRM custom fields and integration automation to effectively and efficiently record necessary data for report generation
- Ensures our multiple software integrations run efficiently and securely by collaborating and troubleshooting with software system support when needed (Kindful, Stripe, Mailchimp, Wordpress, and Jotform)
- Processes and enters all donation data received into Kindful database including cash, checks, stocks, online, credit card, eft, monthly recurring and matching gifts
- Works with internal staff and vendor to coordinate the mailing of multiple yearly appeal letters
- Create system of Operating Procedures for various processes implemented
- Constant data health checks and clean-up
- Ability to form an excellent database infrastructure in collaboration with the Development Department
- Database creation, modification, testing, administration, monitoring, tuning, backup and recovery

**Qualifications**
- Quick data entry skills balanced with solid accuracy and attention to detail
- Working knowledge of gift coding structure
- Strong organizational and prioritization skills
- Maintains a positive and professional demeanor and demonstrates credibility, integrity, and confidentiality
- Strong working knowledge of Microsoft Word, Excel and Gmail
  Microsoft Word-Mail merge and table of contents
  Excel-Pivot tables, functions, macros, and VBA coding
  Gmail- email template creation
- Strong computer skills when working with data in a Windows environment
- Ability to work in a fast-paced environment and follow directions, policies, and procedures
- Ability to apply common sense and critical thinking to carry out instructions and make decisions
- Ability to move up to 50lbs
- Excellent verbal and written communication skills
- Strong analytical skills
- Ability to add, subtract, multiply, and divide all units of measure using whole numbers, common fractions and decimals
- Ability to analyze and organize data
- Preferred working knowledge of Mailchimp and Kindful CRM

**Travel**
- Must posses a California Driver's license, with a clean driving record

# Nature Collective

# EMPLOYMENT APPLICATION

Submit this application, a cover letter, and resume to HR@naturecollective.org.
Subject: Development Assistant. Applications will be accepted through October 6, with interviews occurring the week of October 16.

*We are an equal opportunity employer and do not discriminate against otherwise qualified applicants on the basis of race, color, religion, sex, gender identity, gender expression, pregnancy, national origin, ancestry, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information and any other characteristic protected by applicable state or federal law.*

*Please carefully read and answer all questions.*

**APPLICANT INFORMATION**

EMPLOYEE'S NAME (LAST, FIRST, M.I.)                                TODAY'S DATE

STREET ADDRESS                                                     APARTMENT/UNIT #

CITY                              STATE                            ZIP CODE

PHONE NUMBER                      EMAIL ADDRESS

POSITION APPLIED FOR                              DATE AVAILABLE            DESIRED SALARY

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.? __YES      __NO          HAVE YOU EVER WORKED FOR THIS COMPANY? __YES     __NO

**EDUCATION**

| HIGH SCHOOL | DID YOU GRADUATE? __YES __NO | DEGREE EARNED |
| COLLEGE | DID YOU GRADUATE? __YES __NO | DEGREE EARNED |
| OTHER | DID YOU GRADUATE? __YES __NO | DEGREE EARNED |

**EMPLOYMENT HISTORY (PLEASE INCLUDE 7 YEARS OF EXPERIENCE)**

COMPANY                           START DATE            END DATE

ADDRESS                           PHONE NUMBER

SUPERVISOR                                        MAY WE CONTACT
                                                  __YES      __NO

RESPONSIBILITIES

COMPANY                           START DATE            END DATE

ADDRESS                           PHONE NUMBER

SUPERVISOR                                        MAY WE CONTACT
                                                  __YES      __NO

RESPONSIBILITIES

**EMPLOYMENT HISTORY (CONTINUED)**

| COMPANY | START DATE | END DATE |
|---|---|---|
| | | |

| ADDRESS | PHONE NUMBER |
|---|---|
| | |

| SUPERVISOR | MAY WE CONTACT |
|---|---|
| | __YES      __NO |

**RESPONSIBILITIES**

| COMPANY | START DATE | END DATE |
|---|---|---|
| | | |

| ADDRESS | PHONE NUMBER |
|---|---|
| | |

| SUPERVISOR | MAY WE CONTACT |
|---|---|
| | __YES      __NO |

**RESPONSIBILITIES**

| COMPANY | START DATE | END DATE |
|---|---|---|
| | | |

| ADDRESS | PHONE NUMBER |
|---|---|
| | |

| SUPERVISOR | MAY WE CONTACT |
|---|---|
| | __YES      __NO |

**RESPONSIBILITIES**

**REFERENCES**

| FULL NAME | RELATIONSHIP | COMPANY | PHONE NUMBER |
|---|---|---|---|
| | | | |
| | | | |
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**DISCLAIMER AND ACKNOWLEDGEMENT**

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.

In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.

| SIGNATURE | DATE |
|---|---|
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