



## JOB DESCRIPTION

**JOB TITLE: Development Associate**  
**DATE: March 2019**  
**DEPARTMENT: Executive**  
**REPORTS TO: Development Director**

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### **POSITION SUMMARY:**

The Development Associate's primary role is to support the offices of the Executive and Development Directors, while managing fund development events and activities. This position is responsible for effectively and accurately collecting, managing and reporting donor data within the database system; and administering a timely and effective gift acknowledgement system. The Development Associate provides administrative support to the staff executive team, Development Director, Executive Director and the Board of Directors. The Development Associate will assist in creating a culture of philanthropy while building and sustaining strong working relationships with staff, board of directors, funders and partners. The ability to meet deadlines, attention to the smallest details, multi-task, meeting preparation, and familiarity with fundraising best practices are critical attributes and skill sets of this position.

### **PRINCIPLE DUTIES:**

#### **Development (40%)**

1. Responsible for incoming and outgoing fundraising gift activity including timely gifts processing, inputting data into the constituent database (Salesforce), processing gift acknowledgement letters, conducting mail merges and overseeing mail logistics, while ensuring accuracy of letters and compliance with IRS guidelines.
2. Work with Campaign Consultant, Development Director and Campaign Committee on key Hanami prospects, including entry in Salesforce and data collection.
3. Assist with monthly gift/fund reconciliation with Finance Office.
4. Assist with developing and implementing strategies for expanding annual giving and membership. Coordinate creation of effective printed materials to promote membership. Assures that membership information is distributed at all STF events as well as throughout the community on a regular basis.
5. Assist in developing and managing an effective donor recognition and stewardship program, including: accurate listings of donors in printed materials, appropriate signage and routine communications with donors/prospects designed to keep them interested and involved.
6. Ensure that proper protocol is observed to maintain database integrity: Maintain accurate and organized records and files; Maintain a data base of key contacts.
7. Develop key development reports and queries in Salesforce and Excel to benchmark and track development activities
8. Assist with Board giving: coordinate reporting, tracking, and stewardship of board giving.
9. Calendar, set-up, attend and take minutes for all campaign committee meetings
10. Assist with Big Day of Giving and Giving Tuesday fundraising activities.

#### **Events (30%)**

1. Coordinate Tree Hero Awards event, Sac Tree Foundation's signature fundraising event, including soliciting and invoicing for event sponsorships, overseeing photography and art show, soliciting

and bundling silent auction items, coordinating event committee meetings to assist with event details; and managing volunteers.

2. Coordinate, attend and manage logistics for donor events throughout the year.
3. Event Management: Prep and contact for vendors, venue and the like; attend all development events ensuring proper run of event; post event stewardship
4. Working all development events including set-up and clean-up
5. Attend, participate and organize the Hanami Campaign Events Committee
6. Organize, set up, execute, attend and take down of Hanami cultivation events

### **Executive Support (30%)**

1. Manage Board and Executive office communications including meeting scheduling and reminders.
2. Manage logistics of board meetings: Manage on-boarding process, attend and take minutes, presentation set-up, prepare packets for meetings, lunch, etc.
3. Produce and distribute accurate, timely meeting notices, agendas and minutes.
4. Update contact list for Board and staff.
5. Maintain attendance records for board and board committees as assigned.
6. Book meeting rooms and make other arrangements for Board, Executive Director and Development Director.
7. Support Executive and Development Director as necessary.
8. Assist with opening and tracking mail received on a daily basis.

### **JOB REQUIREMENTS:**

**EDUCATION:** Bachelor's degree preferred but not required.

**EXPERIENCE:** Minimum of two years' experience in nonprofit fund development. Minimum of two years' experience organizing major fundraising events.

**SKILLS:** Cultural competency and an approach that is appreciative, affirming, and inclusive of all cultural backgrounds. Excellent verbal, written and interpersonal skills; Demonstrated writing skills (please provide writing sample); The ability to maintain confidentiality with regard to privileged donor and organizational executive matters; Ability to work effectively with donors, board members, volunteers and staff; Must have excellent organizational skills with attention to detail; Ability to set priorities, multi-task, and meet deadlines

**TECHNICAL SKILLS:** Proficient in MS Office (Word, Excel, and PowerPoint); Working knowledge of fundraising databases, Salesforce preferred

**TEMPERAMENT/SOFT SKILLS:** We are looking for an individual who thrives in a face-paced environment, who remains calm under pressure, has the ability to prioritize multiple deadlines, and is detail-oriented. Our ideal candidate should be comfortable working in a mission-based, nonprofit environment, and have a passion for our mission and a commitment to excellent customer service.

### **WORKING CONDITIONS:**

This is an at-will, full time, and non-exempt position. Must be able to work nights periodically and occasional weekends. Able to lift 30 pounds. Both outdoor and in office work is required for this position. Therefore, employee may be exposed to extremes in weather including heat, rain, and freezing temperatures as well as extended periods of sitting and standing.

**COMPENSATION:**

\$20-\$22 per hour (\$41,600-\$46,600 per year)

Benefits package including: health, dental, vision, and life insurance; paid holidays, vacation, and sick leave; employee assistance program; 403(b) retirement savings plan

**Mission Statement:**

The Sacramento Tree Foundation is building healthy, livable communities in the Sacramento region by growing the best urban forest in the nation.

**To apply, email a resume, cover letter, and writing sample to [hr@sactree.com](mailto:hr@sactree.com)**

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT