



## Development Assistant Job Description

The Development Assistant is a part-time, non-exempt, hourly position, supervised by the Desert Foothills Land Trust (DFLT) Executive Director, and based at DFLT's Carefree, Arizona office. DFLT works with communities and partners to conserve the Sonoran Desert in and around the communities north of Phoenix. May include some travel, weekend and evening hours and minor physical exertion.

### POSITION SUMMARY

The Development Assistant is the primary manager of the organization's donor database and record keeping. The Development Assistant will support the Executive Director in helping identify and manage relationships with the organization's current and potential supporters. The Development Assistant has specific fundraising support responsibilities as well as routine administrative duties including but not limited to copying, filing, office management, scheduling and managing event registrations.

### HOURS AND COMPENSATION

The position will be part-time (15-25 hours/week) with a flexible weekly schedule. Occasional weekend and evening hours may be required for events or meetings. Compensation will be hourly and commensurate with experience.

### ESSENTIAL FUNCTIONS

#### Donor Data Management

- Uses a donor relationship management system and supporting database to track and update donor information, produce reports, perform analyses, and guide the donor cultivation and stewardship process to ensure seamless integration of data across the organization.
- Assists the Executive Director in the identification, cultivation, and stewardship of Desert Foothills Land Trust donors and other supporters.
- Assists the Executive Director in management of the donor engagement process including providing information to donor prospects and drafting acknowledgements and other correspondence.
- Manage appeal mailings and other bulk mailings as needed.
- Assist in planning and management of fundraising events.

#### Operations

- Responsible for day-to-day administrative tasks including:
  - Managing the organization's donor database (MatchMaker)
  - Processing donations and ensuring timely acknowledgement to donor
  - Maintaining organization of pertinent records.

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- Process payments, pay bills and perform other light office duties.
- Completing other duties as assigned, including various support duties for the Executive Director, Board and staff.
- Maintain Qgiv letter templates that relate to donor gifts made online.
- Perform routine administrative duties, including word processing, filing, copying, ordering supplies, scheduling appointments, sorting mail, managing event registrations.
- Participate in information booths and community events as a DFLT representative, including transporting and setting up supplies and display materials.

#### **IDEAL KNOWLEDGE / SKILLS / EXPERIENCE**

- Strong organizational skills and attention to detail.
- Experience in Microsoft Word, Excel. Experience with PowerPoint, QuickBooks, and MatchMaker or similar donor database software desirable.
- Demonstrated experience using effective interpersonal skills, listening, diplomacy and tact to build strong relationships with donors, volunteers, and staff.
- Well-developed written and oral communications skills.
- Ability to flexibly perform in an office setting with a small staff.
- Ability to work effectively in results-oriented organization with either specific instruction or little supervision.
- Familiarity with protocols in handling confidential information.
- Basic understanding of fundraising principles and practices in a non-profit environment preferred.

#### **TO APPLY**

Submit your resume and cover letter via email at [jobs@dfly.org](mailto:jobs@dfly.org); indicate on the message subject line, "Development Assistant Applicant". Applications accepted until filled. Please; no phone calls.

**About DFLT:** *DFLT is a Land Trust Alliance Accredited nonprofit, started in 1991, which works with communities and partners to conserve the Sonoran Desert in and around the communities immediately north of Phoenix. DFLT currently oversees 25 properties encompassing nearly 750 acres, including owned properties and conservation easements. DFLT is the only land trust in the immediate Phoenix area and has garnered a reputation as a powerful voice for conservation in the fast-growing metro region. The organization has been working to expand its service area considerably in the past five years.*

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