



## Northwest Earth Institute: Development Associate Job Opening

*Since 1993, NWEI has been leading the curious and the motivated to take responsibility for Earth. Our proven process of connection, reflection and action changes you for good. Through discussion courses and the annual EcoChallenge, we help you engage your community in meaningful conversations that lead to "Aha!" moments about the way you live, work, create and consume. The result is a life that is simpler, richer, and better--for you and for Earth.*

The Northwest Earth Institute is seeking an experienced development associate to join its team. This 15 hr/week position will provide key coordination and support of NWEI's fundraising efforts in the areas of annual giving, campaign support, database management and miscellaneous department support. The Development Associate reports to the Development Director.

### Responsibilities:

Working closely with the Development Director, the Development Associate will:

- Coordinate annual giving campaign, which includes: sending out monthly renewal notices, special appeals and year-end giving letters; performing gift processing; generating acknowledgement letters within 24 hours of receiving gifts; acting as liaison with mailing service for large mail campaigns; conduct monthly mailings at USPS Bulk Mail Center
- Manage and maintain donor records in NWEI's Salesforce database, update records (addresses, unsubscribes, etc.), and enter new data into database and oversee volunteer data entry efforts.
- Produce routine and customized reports and mailing lists using Salesforce.
- Manage a phone-based membership campaign in conjunction with a NWEI's upcoming fundraising campaign (including making phone calls to donors, generating calling list, recruiting volunteers for phone banking, etc.)
- Assist with NWEI's EcoChallenge program and fundraiser, the EcoChallenge takes place in October and duties will include: assisting with sponsor solicitation, coordinating the prize raffle donations, conducting outreach to fundraisers, gift processing, fundraiser support.
- Provide miscellaneous support to Development Director

### Skills required:

- Strong knowledge and proficiency with Microsoft Office Suite.
- Experience and knowledge of database management.

- Very high attention to detail, including accuracy and efficiency.
- Excellent time management skills, including ability to balance multiple (and sometimes competing) priorities.
- Ability to work calmly under pressure and as a high-functioning team member.
- Strong analytical skills.
- Good verbal and written communication.
- Ability to maintain strict confidentiality.

Experience and education required:

The ideal candidate will have at least one year of experience with nonprofit donor databases (Salesforce preferred), a Bachelor's degree and a passion for sustainability issues. Ideal candidate will have some exposure to grant writing and/or grant management.

Additional requirements:

Ability to work 3 days/week (5 hours per day), with occasional evening or weekend hours; work will occur in an office environment; must have reliable transportation to work and a means of transporting a monthly mailing to USPS once per month.

Compensation: \$14-\$15/hr

Application instructions:

Please send resume, cover letter and three professional references to: Kerry Lyles, [kerry@nwei.org](mailto:kerry@nwei.org). Applications will be accepted until January 24, 2011 at 5pm. Interviews will be conducted in late January/early February and the position is planned to start February 21, 2012.