

JOB DESCRIPTION

Job Title: Development Assistant

Department: Development

Riverkeeper is a member-supported watchdog organization dedicated to defending the Hudson River and its tributaries and protecting the drinking water supply of nine million New York City and Hudson Valley residents.

Position Summary: The Development Assistant provides administrative support to a five-person team working to advance Riverkeeper's programmatic mission by ensuring sustainable funding for the organization's work, primarily supporting the senior staff. The Assistant will ensure that the administrative processes which support the fundraising effort run efficiently, and will spend significant time supporting events and performing prospect research.

The responsibilities of the position are as follows:

Events Support

Provide organization and support for events from start to finish, including:

- Assist as needed in running database reports for event invitation lists;
- Research giving information for potential event attendees;
- Track RSVPs and assist with follow-up calls to invitees;
- Create name tags for attendees;
- Assemble marketing and other materials for events;
- Confirm details with venues/hosts, and handle deliveries and other basic logistics.

Prospect Research

Research prospective donors to identify likely funding sources, including:

- Identify existing donors with greater capacity;
- Research new contacts made by senior staff and Board members;
- Identify high-profile individuals as potential honorees for our annual gala;
- Research corporations and foundations whose funding priorities match Riverkeeper's goals.

General Administrative & Database Support

Support the development department, primarily senior staff, with the following administrative/database functions:

- Enter gifts daily and create and circulate daily gift reports;
- Greet visitors & accept deliveries to the office;
- Order department supplies through Finance Department, consulting and keeping within expense budgets;
- Schedule and confirm donor meetings for senior staff;
- Create new constituent records for senior staff;
- Enter reports of call, contacts, and new contact information into donor database for senior staff;

- Prepare written correspondence, including reporting and solicitations, on behalf of senior staff.
- Other duties that support the needs of the Development Department, as assigned.

Qualifications

- A minimum of two years' administrative experience supporting a Development Office;
- Demonstrated ability to work in a fast-paced environment, manage multiple priorities and complete projects;
- Proficiency in MS Office and experience with fundraising databases;
- Excellent organizational and communication skills (written and spoken);
- Ability to work independently, solve problems and actively seek assistance when needed;
- Strong attention to detail;
- Discretion and confidentiality with respect to donor records;
- Enthusiasm for the Riverkeeper mission and for helping the Development team reach its annual goals for financial growth;
- Sense of humor, dependability and collaborative spirit.

Hours and Compensation:

This position is fulltime at 40 hours per week with benefits. Salary is commensurate with experience and will range from \$35,000 - \$45,000.

Location: Riverkeeper is located in Ossining, New York, on Metro-North train line

To Apply: Please send cover letter, writing sample and resume to Aisling Dono at adono@riverkeeper.org with "Development Assistant" as the subject line. No phone calls please.