

## JOB DESCRIPTION

Date: November 21, 2017  
Position Title: Development/Database Assistant  
Department: Development  
Supervisor: VP of Development  
Schedule: Full time  
FLSA: Exempt



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### **About Riverkeeper**

Riverkeeper is New York's premier water quality advocate. Our mission is to protect the environmental, recreational and commercial integrity of the Hudson River and its tributaries, and safeguard the drinking water of nine million New York City and Hudson Valley residents. With an annual operating budget of \$4.5 million, Riverkeeper is a mid-sized not-for-profit operating in the Hudson Valley. This is an exciting opportunity to join a dynamic organization experiencing significant growth.

### **Position Summary**

The Development/Database Assistant (DA) provides data entry and administrative support to a five person team working to secure sustainable funding for the organization's work. The Assistant will ensure that the administrative processes which support the fundraising effort run efficiently from interactions with members and donors to data and gift entry, supporting membership and special events, and performing prospect research.

The DA reports to the VP of Development and will also assist Development staff working in Membership, Events, Major gifts and Grants, and Database Services. S/he will also coordinate as needed with Program and Outreach staff for the Department.

### **Specific responsibilities include, but are not limited to:**

- Manage gift entry into the donor database
- Manage acknowledgment letters for Membership, list maintenance, and data clean up as needed
- Schedule and confirm internal and donor meetings for fundraisers and senior staff
- Schedule internal and external phone calls and meetings with program staff
- Attend meetings, take and distribute minutes
- Greet visitors & accept deliveries to the office
- Assist Special Event Coordinator with event logistics; attend Riverkeeper events as needed to provide on-site support
- Draft and proof read letters and other written materials for fundraising staff
- Create new constituent records, enter call reports, actions, contact information, and other data in Raisers Edge for senior staff
- Assist Membership Manager with member mailings, e-blasts, and stewardship as needed
- Other duties as assigned

### **Ideal Qualities and Characteristics**

The ideal candidate will be pro-active, detail-oriented, reliable, and flexible with a strong ability to meet deadlines and multi-task. The candidate should thrive in a fast-paced environment, managing multiple priorities and projects. S/he must have excellent computer, written, and oral communication

skills and enjoy collaborating with a wide variety of people and situations.

**Qualifications include:**

- 2+ years of administrative experience, ideally within a not-for-profit development department
- Knowledge of Blackbaud Raisers Edge and/or similar database programs
- Proficiency in the use of current Microsoft Office and Google software applications
- Strong organizational skills; ability to manage projects and workflow, using time and resources effectively. Ability to handle various projects on an ongoing basis while addressing daily needs for the office
- 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 required
- BA/BS or equivalent preferred

**Working Conditions**

- Requires some availability beyond regular office hours for events on evenings and weekends.
- Must be able to work in close quarters, in an open workspace.
- This position is fulltime at 40 hours per week with full benefits. Salary is commensurate with experience.

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

Riverkeeper is an equal opportunity employer and provides opportunities to all employees and applicants, regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, and military status.

To Apply: Please send cover letter, writing sample and resume to [humanresources@riverkeeper.org](mailto:humanresources@riverkeeper.org) with "Development/Database Assistant" as the subject line. No phone calls please.