



Job Description

Development Associate

Garrison, New York

The Opportunity: Headquartered in the Hudson Valley of New York State about 50 miles north of New York City, the Garden Conservancy is a national nonprofit organization with a mission to preserve, share, and celebrate America's gardens and diverse gardening traditions for the education and inspiration of the public.

Position Summary: A key member of the development team, the development associate will be responsible for assisting the director of development and membership manager with the implementation of Garden Conservancy membership and annual giving programs, while also providing support for cultivation and fundraising events.

Duties and Responsibilities

Assists the Society of Fellows and general membership programs by coordinating acquisition, renewal, and lapsed donor mailings and emails; assists with the year-end campaign.

Generates gift and contribution acknowledgments, managing the execution and mailing, and retaining records as required.

Assists with all communications and materials needed for donor recognition at membership levels in both print and electronic formats including the production of print and e-newsletters.

Represents the organization by interacting with members and the public over the phone, e-mail, and in person to help explain the membership program and deliver membership benefits.

Assists with the delivery and fulfillment of all membership benefits, including distribution of Open Days Directories and promotions.

Provides navigational support to members utilizing online account system for purchases and member credit redemption.

Helps track results and run reports on success of fundraising mailings and campaigns.

Helps prepare materials for meetings, educational programs, and special events.

Maintenance of supply and ordering of departmental letterhead, solicitation, and acknowledgment materials.

Conduct prospect research on donor prospects, event attendees, members, and Fellows to identify possibilities for increased membership gifts or major gifts.

Enter significant correspondence, data, and background information into Salesforce database.

Provide support as needed for development functions including fundraising events, cultivation dinners, and Society of Fellows garden-study tours.

Has flexibility to travel nationally and to work occasional nights and weekends for membership, cultivation, and general Garden Conservancy events.

Provides support as needed in answering the business phone and directing calls to the appropriate staff member.

Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Customer service skills, including phone and email etiquette
- Respect and discretion when dealing with confidential donor information
- Attention to detail
- Ability to multi-task and produce within specific deadlines
- Prioritization and time management skills

Computer Skills

To perform this job successfully, an individual should have knowledge of word processing software, spreadsheet software, development software, and contact management systems. Experience with Salesforce a plus; at minimum, experience working with one or more databases.

Education/Experience

Bachelor's degree from a college or university; and one-year related experience and/or training.

Compensation

The hiring salary for this position is \$45,250 - \$56,650, based on experience. This position includes generous time off, benefits, and room for career growth. Training will be provided for certain tasks. We encourage those that have a strong affinity with our mission to apply.

The Garden Conservancy is an equal opportunity employer and actively encourages candidates with diverse backgrounds to apply. It does not discriminate against any candidate or employee on the basis of race, national origin, sex, marital status, sexual orientation, age, disability, religion, or veteran status.

TO APPLY

Please send your resume and letter of interest to:

hr@gardenconservancy.org

Mention "Development Associate" in the subject line.