



DEVELOPMENT ASSISTANT

POSITION DESCRIPTION

This is a part-time job at 20 hours per week paid at a rate of \$25/hour. This position is fully in-person.

Health and dental and time off benefits are prorated.

POSITION SUMMARY

Saratoga PLAN's Development Assistant is responsible for efficiently managing the organization's constituent database, supporting volunteer data tracking and reporting needs, and other administrative duties as assigned.

Primary duties include data entry and extraction, analyzing constituent and fundraising data, and implementing database upgrades as needed. CRM administrative experience, exceptional Excel skills and confidence in executing work independently are a must for this role. In addition, the Development Assistant will play a supporting role in donor relations and community engagement programs, including preparing timely thank you letters to donors, volunteer recruitment, and community partnership and event coordination.

We're a highly motivated but small team – we're looking for someone who is flexible. While routine at times, job responsibilities and workload may vary. This position reports to the Development Manager and works closely with the entire PLAN staff.

ABOUT SARATOGA PLAN

Saratoga PLAN (Preserving Land And Nature) is an established, accredited nonprofit conservation organization dedicated to preserving the rural character, natural habitats, and scenic beauty of the Saratoga County region so that these irreplaceable assets are accessible to all and survive for future generations. The lands that Saratoga PLAN conserves are ancestral homelands of the Mohican, Mohawk and Abenaki people.

PLAN is respected as an effective organization that helps landowners, communities and partners accomplish their conservation goals for farmland, wildlife habitats, water resources, and trail systems through land protection and community planning. Saratoga PLAN helps communities create plans that balance growth with conservation to sustain the Saratoga region's "quality of place" and its environment, economy, and public health, ensuring that the county remains a great place to live, work, visit, and farm. To learn more, visit www.saratogaplan.org.

DUTIES AND RESPONSIBILITIES:

Database maintenance and analysis (60 %)

- Administrator for Salesforce-creates/maintains users, creates/updates input pages, backs up database weekly and maintains back up files in SharePoint
- Accurately inputs constituent information, new email subscribers and volunteer sign ups into database (Salesforce)
- Accurately creates the accounting spreadsheet used to upload donation information into QuickBooks
- Creates varying mailing lists based on complex queries for annual direct mail fundraising letters, newsletters, annual report, event invitations and other mailings as they arise
- Develops efficient systems to extract data and create reports used to evaluate engagement, fundraising, and communication efforts
- Troubleshoots and clearly articulates and implements solutions to database hurdles
- Maintains and revises protocols for data entry and trains staff in data entry as needed
- Other duties as assigned

Donor Relations (25%)

- Produces monthly fundraising reports, tracking against multiple campaigns
- Prepares prompt thank you letters for all donations and grants by mail merging donor data into thank you letter template
- Updates and customizes thank you letter template as needed, ensuring integration of PLAN's brand and message
- Assists staff with inputting and updating donor data as needed
- Assists with PLAN events including tracking of RSVPs, event tickets, auction items, etc.
- Provides major donor report for Board of Directors and coordinates thank you notes
- Other duties as assigned

Volunteer Program and Community Engagement (15%)

- Supports the creation and maintenance of digital forms to streamline volunteer signup process
- Assists with volunteer recruitment including responding to inquiries, creating signup sheets and tracking volunteer hours
- Coordinates office and event volunteers to assist with data entry, mailings, tabling, events and other projects as needed
- Coordinates the Letterbox program including placement and retrieval of the boxes, updating the clues, and maintaining the boxes
- Communicates with community partners on event inquiries and partnerships

- Interacts with the public, answering phone, directing callers or office visitors to information they seek and leaving a positive impression
- Occasionally assists with communications tasks including updating website information and E-news
- Reviews digital and print newsletters, Annual reports and other communications
- Other duties as assigned

EXPERIENCE AND KNOWLEDGE:

- 2+ years experience of database management and data extraction and manipulation
- Tech-savvy, proficient in Microsoft Office applications; Excel wizard
- Proficiency with constituent database software, preferably Salesforce (Administrative understanding is preferred)
- Understanding of tools and methods for collecting, extracting and analyzing data
- Experience improving data quality over time through continuous progress

QUALITIES:

- Impeccable attention to detail and high-quality standards for deliverables
- Highly organized, with the ability to multitask, prioritize and adapt to achieve project results
- Confident working independently
- Excellent oral and written communication skills
- Willingness to work outside of your job description and work collaboratively with the team on changing priorities and a variety of projects simultaneously
- Ability to keep sensitive information confidential
- Ability to demonstrate ethical behaviors consistent with policies and values of Saratoga PLAN and the Land Trust Alliance
- Able to sit for long periods of time at the computer

TO APPLY:

Email cover letter and resume to info@saratogaplan.org with the subject “Development Assistant”. Interested applicants are encouraged to apply as soon as possible. Applications will be reviewed on a rolling basis but are due by Sunday, July 27th.

Saratoga PLAN is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.