

Development Associate

Title: Development Associate
Reports to: President & CEO
Location: Forest Trends, Washington DC office

About Forest Trends.

Forest Trends is an international non-profit organization based in Washington, D.C. that works to expand the value of forests to society. We work with communities, governments, and businesses to conserve forests and other ecosystems through the creation and wide adoption of a broad range of environmental finance, markets and other payment and incentive mechanisms.

Forest Trends is traditionally funded by institutional funders and governments around the world. While we have received some support from individuals and other sources, we are embarking on organizing and growing this support through a campaign and new development function/department.

Position Description.

Forest Trends is seeking a Development Associate to staff this new position, that will support a new individual campaign. Reporting to the President & CEO, the Development Associate will be responsible for all aspects of database management, including entry of contribution information, routine auditing, tracking prospects, managing solicitor portfolios and databasing outreach notes. The Development Associate will also maintain the campaign/development calendar, provide project management, produce briefing memos, conduct basic donor research, plan travel logistics, and draft written solicitation, acknowledgement and stewardship materials.

This is a full-time regular staff position (40-hours per week) based in the Washington, D.C. office.

Roles and Responsibilities:

- Manages the donor database
- Conducts audits of existing information
- Processes incoming contributions and databases notes from development outreach
- Coordinates our donor acknowledgement processes, including drafting letters, running thank you notes and preparing a weekly list of thank-you calls
- Conducts donor research, including updating bios on current donors and prospecting
- Assists in the preparation of briefing materials, such as meeting memos and trip itineraries
- Responsible for auditing and managing the donor email listserv
- Drafts written solicitation, acknowledgement and stewardship materials for both large and small-scale outreach
- Manages the development/campaign calendar and development projects
- Other duties as assigned

Skills/Qualifications:**Required:**

- 2 years previous development experience
- Ability to prioritize multiple time-sensitive projects at one time
- Thrives at working under tight deadlines
- Previous database and data entry experience,
- Extreme attention to detail
- Excellent written and verbal communication skills
- Fluency in Outlook, Microsoft Office and mail merge

Preferred:

- Experience on campaigns or with nonprofit organization
- Familiarity with Kindful donor management software
- Experience with Asana (or other project management softwares) and Slack

Compensation.

Forest Trends seeks to attract and retain talented staff critical to the success of the organization. We believe that effective compensation programs support the organization's mission and values, promotes excellence in service and strategic growth, and provides competitive rewards to employees whose outstanding performance make significant contributions to the organization and its mission. Beyond complete pay, Forest Trends offers a generous benefits package including subsidies of healthcare premiums, 401 K employer contributions, time-off, and a collegial working environment that fosters professional development and growth.

The salary range for this position is \$37,500- \$57,500 per year, commensurate with skills and experience.

To apply:

Please send your CV with at least 2 professional references, a brief cover letter, a writing sample (2 pages maximum) to cv@forest-trends.org. Subject line must read "Development Associate". Applications will be reviewed on a rolling basis. Please apply early. Note references will not be contacted until you are notified.

Forest Trends is an Equal Opportunity Employer. We strongly value the leadership of people of color, LGBTQ individuals, and other traditionally marginalized communities, and encourage diverse candidates to apply.