



Communications and Development Associate

Reports to: Director of Communications

Location: Washington, DC

Compensation: Commensurate with experience; Forest Trends offers a competitive salary and benefits package.

Forest Trends is an international nonprofit organization focused on cutting-edge financial strategies for environmental conservation. We work through project incubation, coalition-building, and producing high-quality research and analysis that can support new investments in nature-based solutions to climate change, water risk, and other environmental challenges.

Position Description

The Development and Communications Associate works directly with senior leadership from Forest Trends' executive, development, and communications teams to support Forest Trends' communications and fundraising work. The Development and Communications Associate will have opportunities to gain exposure to developing fundraising strategies, donor stewardship, and Forest Trends' diverse communications pipeline and network.

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

Desired Skills and Qualifications

- Demonstrated experience in nonprofit fundraising/development including familiarity with data management and donor stewardship
- Excellent written and verbal communication skills, ideally with proficiency in a range of written formats
- Exceptional attention to detail; strong organizational and project management skills; ability to prioritize competing demands and work in a fast-paced environment
- Experience in database management or CRM applications
- Demonstrated ability to work independently and collaborate with colleagues remotely a strong plus
- Experience in social media content creation and management a plus
- Proficiency with Wordpress, MailChimp or other email marketing apps, social media (Twitter, LinkedIn, Facebook), and Microsoft Office suite, including OneNote, Sharepoint, and Teams a plus
- Experience in or strong interest in learning about conservation, climate change, nonprofit management, communications and marketing, environmental policy, or a related field

Roles and Responsibilities

- Responsible for day-to-day management and routine auditing of the donor database
- Processes incoming contributions and coordinates w CEO and Development team to track fundraising activities on an ongoing basis.
- Coordinates donor stewardship and acknowledgement processes, and drafts written solicitation, acknowledgement, and stewardship materials for both large and small-scale outreach.
- Prepares reports for Development team meetings and BoD under supervision of Development team.
- Responsible for document management including record-keeping of donor engagement, reporting/tracking documents, maintaining resources (collateral/prospect info) for BoD, etc., under supervision of Development team.
- Assists in the preparation of briefing materials, such as meeting memos and trip itineraries.
- Supports fundraising collateral/concepts/proposals/supporting content through coordinating, writing, reviewing, researching, etc., as needed.

- Conducts basic donor research under the supervision of the CEO, Director of Communications, and/or Initiative Directors.
- Maintains Forest Trends' development campaign and communications calendar.
- Produces, edits, and coordinates communications content (reports, blog posts, email marketing, social media, etc) in coordination with the Communications team.
- Supports special events, campaigns, and programming as needed.
- Supports media tracking and media relations as needed.
- Supports communications team in managing and updating communications systems and infrastructure as needed.

To apply, please send a cover letter, resume, and two relevant writing samples to cv@forest-trends.org by October 29, 2021.