



Agricultural Stewardship Association

JOB DESCRIPTION

Position Title:	Development Assistant	Date: February 2024
Reports to:	Development Manager	
Status:	Full-time, Salaried, includes benefits	
Location:	ASA's office in Greenwich, NY with occasional remote work permitted	

Agricultural Stewardship Association (ASA) is a nonprofit land trust that protects our community's working farms and forests, connects people to the land, and promotes a vibrant future for agriculture and forestry in the region. The *Development Assistant* will incorporate the practice and promotion of ASA's core values, which include a passion for conservation, respect, integrity, teamwork, accountability, problem solving, a "can do" attitude, confidentiality, professionalism and acting in the organization's best interest.

RESPONSIBILITIES

The *Development Assistant* is a key member of the Development team and is responsible for ensuring accurate gift receipting, acknowledgement, deposit procedures, and recall of financial support received through donations, grants, sponsorships, pledges, in-kind gifts, and program revenue. The position also coordinates and tracks volunteer assistance and provides administrative support to the Executive Director. This full-time, salaried position reports to the Development Manager. Responsibilities include the following:

Development Support (~70%)

- Processes all gifts and thank you acknowledgements with complete accuracy and in a timely manner (typically within 48 hours of the time and date of receipt) using DonorPerfect fundraising software. Prepares bank deposits.
- Manages the mailings for solicitations, programs, events and special announcements; ensures all necessary systems are in place to complete outreach and gift appeals/processing in a timely and professional manner.
- Manages the on-line giving process, capturing and processing all donations made through ASA's website.
- Manages matching gifts through the timely completion and submission of required forms, entering potential gifts as pledges in the system, and monitoring the process to ensure matching gifts are received and recorded.

- Maintains database integrity and gift lists, donor/member records related to types of gifts, pledges, restrictions, due dates, gift histories and mailing lists. Ensures there is cross-training with other staff on donor database system.
- Generates reports from the donor database and provides documentation of gifts at the request of the Executive Director and staff.
- Adds new constituent records to the database as needed, analyzes information and populates all data fields where information is available.
- Conducts research on donors and prospects and prepares reports.
- Responsible for overseeing the grant records, including tracking grant opportunities and submissions, maintaining records, ensuring acknowledgements to funders, providing timely notices on upcoming grant applications and report deadlines to appropriate staff, ensuring the deadlines are met and copies of all applications and reports are filed, assists with writing new grants and grant reports, as assigned. Research new grant opportunities.
- Organizes, coordinates and maintains the integrity of electronic and hardcopy filing system for donors and grant funders.
- Assists with archiving organizational documents.
- Works with bookkeeper to reconcile gift information on a monthly basis, resolving any discrepancies and inconsistencies.
- Handles registrations/RSVPs for events, workshops and programs. Produces name tags, attendee lists, etc.
- Responsible for managing a volunteer tracking system. Coordinates volunteers with available opportunities. Ensures volunteers are thanked in a timely manner for their involvement.

EXECUTIVE DIRECTOR SUPPORT (~20%)

- Provides regular assistance to the Executive Director. This includes assisting with drafting correspondence, scheduling, making phone calls, sending emails, filing/organizing, and other general assistance.
- Handles preparation for board and committee meetings including scheduling, compiling board packets, mailings, and providing refreshments at meetings. Prepares materials for new board members prior to orientation. Ensures policies and board materials are on the board portal.
- Performs other duties as assigned.

OFFICE MANAGEMENT SUPPORT (~10%)

- Primary person to answer phones and distribute messages.
- Helps greet and guide office visitors to the appropriate staff and respond to requests for information.
- Manages office voice-mail system, updates menu options and outgoing messages, as applicable, and trouble shoots issues.
- Checks ASA's general email daily and forwards to appropriate staff person
- Maintains external and internal organizational calendar of meetings, events, grant deadlines, important dates, publications and mailings.

- Helps to maintain office supply inventory as it relates to development such as letterhead, envelopes, return cards, solicitation mailings, invitations, notecards, etc.
- Responsible for daily outgoing mail and periodic trips for bank deposits.
- Assists at ASA's events, programs and functions, as requested.
- Attends staff meetings and team meetings, and attends board meetings, if requested.

REQUIRED QUALIFICATIONS

- Strong computer skills with specific experience using donor database software programs. Requires more than basic knowledge of fundraising software programs. Proficiency with DonorPerfect, Tapestry or Raiser's Edge preferred.
- Must understand computer systems design and be proficient in conducting data queries and running reports.
- An understanding of, or experience in, the field of fundraising/development.
- Proficiency with MS Excel and Word required.
- Understanding of bookkeeping reconciliation procedures.
- Must be detail-oriented, extremely accurate, and have high-level interpersonal skills.
- The ability to maintain equanimity and good humor in the face of varied requests and questions is essential.
- The ability to work well under pressure and prioritize tasks with minimal supervision.
- The ability to attend several weekend events a year and occasional evening events.
- Associate degree or higher; two to four years of related experience; or equivalent combination of education and experience involving considerable computer work, nonprofit fundraising/development experience.

ATTRIBUTES

- Strong passion for land conservation and commitment to ASA's mission and success;
- Inspires trust and is able to keep sensitive information confidential;
- Is able to work effectively in rural and urban communities;
- Strong work ethic and focused on success;
- Demonstrates high integrity and commitment to goals;
- Demonstrates strong problem-solving attributes: drive, energy and creativity;
- Enjoys working alone and as part of a team;
- Enjoys and deploys an appropriate sense of humor.

WORK ENVIRONMENT

- This position is almost exclusively an indoor and in-office position requiring 8 hours of work a day. Office hours are 9-5 Mon-Fri. The occasional remote work is possible, but this is not a remote position. Evening or weekend work is occasionally required for events or meetings. Travel required for local errands. Some travel for an occasional conference/training.

PHYSICAL FACTORS

- Requires ability to work in different environments, including spending up to 8 hours in the office at a computer, on the phone or in meetings with intermittent walking, standing, bending, squatting, and climbing stairs. Some modest walking around farms and event venues is also required.

Compensation and Benefits: \$42-\$52k depending on experience and qualifications. ASA offers health, dental, vision and life insurance; Cafeteria plan for dependent care and health care reimbursements; retirement contributions; paid vacation, sick and holiday time.

ASA is an equal opportunity employer and is committed to enhancing diversity, equity and inclusion in our organization and in land conservation. People of color, women, LGBTQIA+ individuals, and people with disabilities are encouraged to apply.

To Apply: Send cover letter and resume to donna@agstewardship.org or mail or drop off: Agricultural Stewardship Association, 2531 State Route 40, Greenwich, NY 12834. No phone calls, please.

Position is open until filled.