

# DEVELOPMENT ASSOCIATE (Full-Time)



## Summary Description:

Our organization is seeking a highly organized and detail-oriented Development Associate to support our fundraising efforts through effective gift processing and donor management. The Development Associate will be responsible for managing donor acknowledgements, gift entry, and other correspondence related to donations. This position also supports administrative, guest services, and retail operations. This is a full-time, year round exempt position.

## Responsibilities:

- Development and Finance
  - Manage gift processing, including data entry, acknowledgements, and reconciliation with the finance department
  - Maintain accurate and up-to-date donor records in the organization's CRM
  - Assist with fundraising campaigns and events, including donor outreach and follow-up
  - Work closely with Operations Director and Accounts Manager to ensure proper handling of donations and accurate record-keeping
  - Provide reports and analysis on fundraising efforts as needed
  - Administer invoice process with Accounts Manager
  - Work with Accounts Manager to oversee reconciliations from various applications
  - Manage deposits and receipts, petty cash, and change
  
- Administrative
  - Maintain key organizational systems and databases, including our CRM and related applications
  - Manage organizational correspondence and incoming/outgoing mail
  - Monitor, organize, and manage office supplies and equipment for optimal efficiency
  - Manage organizational and program calendars for events, programs, and administration
  - Track and organize key organizational data to assist in summarizing information and identifying trends
    - Including, but not limited to County Permit Data
  
- Communications and Guest services
  - Take primary responsibility for all phone-based inquiries
  - Manage raptors@tetonraptorcenter.org email
  - Front-line staff for guest interactions with on-site visitors and program participants
  - Assist customers in scheduling programs
  
- Nature Shop Operations
  - Merchandising & Marketing
  - Inventory management
  - Product procurement and vendor relationships
  - Process on-site purchases, phone and internet sales
  
- Other duties as assigned

## Division of Labor

- 25% Development
- 25% Administrative
- 25% Communications and Guest Services
- 25% Merchandise Management

## QUALIFICATIONS & SKILLS

- Associate's degree or greater and at least one year of nonprofit related work experience preferred.
- Exceptional organizational, interpersonal, communications, IT, and analytical skills.
- Exceptional customer service skills and experience.
- Experience with donor management systems such as Salesforce (preferred but not required)
- Experience with point-of-sale systems such as Square (preferred but not required)
- Experience in organizational effectiveness, operations, finance, and administration.
- Willingness to take initiative, roll-up your sleeves, problem-solve and multi-task effectively while working with a small group of very committed people.
- Ability to tolerate time spent in front of a computer, as well as physical labor.
- Willingness to work occasional evenings and weekends.
- A love of nature and commitment to conservation, along with a desire to share that passion with others.

## SCHEDULE & COMPENSATION

Preferred Schedule: 5 days per week

Compensation: \$50-55,000. Eligible for health insurance and retirement  
Benefits. Unlimited time off policy.

## REPORTS TO:

Operations Director

## EMPLOYMENT at TETON RAPTOR CENTER

Teton Raptor Center is an equal opportunity employer with a smoke-free and drug-free workplace. Successful applicants will be required to pass a background check, driving check and drug screening.

## TO APPLY

Please apply [HERE](#) to upload your resume, cover letter, and three professional references. Your application should be sent as a **single PDF** file saved with your name and position in the title (e.g., "LastName\_FirstName\_2024\_Development\_Associate").

**Open until filled.**