



Development and Administrative Assistant Position Description

Reports to: Development Manager
Job Status: Part-time Non-exempt (20 hours/week) with benefits
Salary Range: \$14-\$15/hour

Mission: Jefferson Land Trust is a local, grassroots, non-profit, land conservation organization dedicated to preserving the rural character and iconic landscapes of Jefferson County. With a mission of "helping the community preserve open space, working lands, and habitat forever", we preserve wildlife habitat, watersheds, and working farms and forests for the benefit of people and wildlife. With the support of our local community, over 17,100 acres of Jefferson County's most important places have been protected to date.

Position Summary: This position supports our Development and Outreach Team, and Executive Team, primarily focused on donation processing and donor thanking for the organization.

Essential functions:

- Perform accurate data entry in Salesforce database: recording donations, entering new contacts, updating records, and managing mailing lists
- Prepare donor thank you letters and tax receipts
- Support development and outreach events, including managing RSVPs, logistical set up, staffing events, guest follow-up, etc.
- Help to coordinate and produce in-house mailings
- Assist with correspondence, word processing, filing, copying, and mailing, as needed
- Administrative support to Executive Director and Board of Directors as needed
- Open and distribute mail regularly
- Order office supplies
- Other duties as assigned

Qualifications:

- High School diploma required; Associates or Bachelor's degree desired
- Experience in office administration and database experience

Core Competencies

- Excellent customer service and interpersonal skills; confidentiality
- Demonstrated organizational skills, attention to detail and accuracy
- Team player
- Strong ability to manage and prioritize incoming tasks and meet deadlines
- Fluency with MS Office programs, data management, and Internet
- Excellent verbal and written communication skills
- Ability to be flexible and focus with office distractions

Physical Requirements

- This position requires the ability to use a keyboard, complete written documents, and operate general office equipment including telephone system, databases, printer and copier
- Must be able to work occasional non-standard hours, including evening and weekend events
- Ability to lift up to 30 pounds
- Note: though the Jefferson Land Trust office is closed to the public, the person in this position will be required to work on-site for some, if not all, of the time.
- Working days and times to be determined with supervisor.

This is a part-time, hourly position that reports to the Development Manager.

Jefferson Land Trust is committed to providing an environment of mutual respect where equal employment opportunities are available to all. We believe that diversity and inclusion are critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.