



Sudbury Valley Trustees

Development Associate—Part Time

Part Time (17 hours/week)

Position Description

Date Posted: July 21, 2020

Sudbury Valley Trustees (SVT) is seeking a part-time **Development Associate** who will be responsible for database reporting, prospect management systems, gift recording, and data integrity using SVT's Customer Relationship Management (CRM) database.

About SVT

SVT conserves natural areas and farmland in 36 communities around the Sudbury, Assabet, and Concord Rivers in Massachusetts. We protect some of the region's most important forests, wetlands, and grasslands—natural areas that support wildlife habitat, working farms, and recreational trails.

SVT cares for more than 5,300 acres on 181 properties, maintains more than 65 miles of hiking trails, and provides an array of public educational programs and recreational outings. We collaborate with numerous partner organizations, and our work is supported by 2,900 members and 200 volunteers. We accomplish our work through an all-volunteer Board of Directors and 13 staff members. Our dedicated staff enjoys a supportive, cooperative work environment, and we benefit from an ardent group of members who form a close-knit and collegial community.

About This Position

Salesforce is being implemented organization-wide as the CRM for all constituents this fall, thus the Development Associate will play a key role in developing how data is viewed and used. The Development Associate will also be part of the team working to ensure the smooth transfer of necessary data. Candidates will demonstrate commitment to maintaining high quality of data integrity and to seeking ways to create efficiencies.

This position reports to the Director of Development and Community Engagement and works closely with SVT's Development team. This is a part-time position based at SVT's headquarters, located at Wolbach Farm in Sudbury, MA.

Responsibilities

1. Development
 - a. Executes gift processing accurately; codes and enters this information into CRM database.
 - b. Prepares renewal, reminder, and acknowledgment letters using CRM and Microsoft Word as well as the Constant Contact email platform; sends all letters.
 - c. Continually updates and corrects database records to uphold data integrity across the organization.
 - d. Prepares monthly financial reports for business manager.

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- e. Produces targeted mailing lists for communications, solicitations, invitations, etc.
 - f. Creates and executes analytical reports in preparation for member outreach and recruitment campaigns.
 - g. Provides reporting on land protection and land stewardship projects' fundraising.
 - h. Develops new reports that informs fundraising strategies.
 - i. Assists transition from Raiser's Edge to Salesforce's Non-profit Success Pack (NPSP), ensuring excellent data integrity and systems; implement and maintain best practices and business rules for use of NPSP.
 - j. Seeks out and implements ways to improve efficiency in departmental practices.
2. Engagement
 - a. Assists in the planning and delivery of SVT's annual gala.
 - b. Helps prepare for and, as needed, staff other donor cultivation and member-related outreach events.
3. Other
 - a. Provides backup on office administration such as reception and answering phones.
 - b. Assists with other administrative tasks as needed including filing and document scanning.
 - c. Participates in a small-office culture where everyone chips in to a great variety of tasks.

Qualifications

- Associate's Degree, preferably in business administration or related field.
- A minimum of two years' experience in gifts processing or similar data entry.
- CRM Database experience including data entry, manipulation and reporting required.
- Candidates with working knowledge of Salesforce will be giving strong preference; experience with Apsona and Raiser's Edge a plus.
- Demonstrated attention to detail and commitment to accuracy.
- Comfort with learning new systems and technology.
- Facile with Microsoft applications; experience with Constant Contact a plus.
- Ability to multi-task in a busy, open office setting.

Additional Information

- Part-time non-exempt 17-hour/week position
- Includes earned sick time.

To Apply:

- Please email resume, cover letter, and three references to hr@svtweb.org.
- Emailed submissions should include the subject line: "DA_[last name]".

No phone calls, please. The job will remain open until filled.

As an Equal Opportunity Employer, Sudbury Valley Trustees aims to create a thriving, inclusive workplace that values each member of our team and reflects and effectively serves the diverse communities of Boston's metrowest region. SVT is committed to fairness and equity throughout our internal operations. Inclusion and diversity are priorities as we strengthen and continue to diversify our team and expand the constituency in all aspects of our work.