



Connecting people to the land since 1895

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Position Announcement for CFPA Development Assistant

The Connecticut Forest & Park Association (CFPA) is a member-based, nonprofit conservation organization established in Connecticut in 1895. CFPA's mission is to protect forests, parks, walking trails, and open spaces for future generations by connecting people to the land.

Position Summary

The CFPA Development Assistant is responsible for the administrative aspects of development activities. This is a part-time position, 20 – 25 hours/week (without benefits but with potential for growth).

Scope and Impact

The CFPA Development Assistant provides administrative support to the development effort, participating in all fundraising activities that include donors, members, direct mail appeals, and special events. Inputting and extracting donor data in CFPA's Donor Perfect database for analysis will be key tasks for this position. We anticipate that the person working in this role will also have a passion for CFPA's conservation mission.

Principal Responsibilities

- Help maintain key foundation, corporation, and individual donor files.
- Help process and prepare acknowledgement letters and other correspondence.
- Coordinate with Office Manager to create and update database records and reports.
- Conduct preliminary research on prospective corporate foundation and individual donors.
- Help to coordinate production and mailing of appeal letters.
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for donor events.
- Assist with donor relations and communication via social media and web
- Participate in occasional evening meetings as needed
- Other administrative duties as assigned by the Director of Development.

Preparation and Knowledge

- Associate or bachelor's degree in a related field.
- Experience in an administrative position, preferably in a nonprofit development office.
- Proficiency in Microsoft Word, Excel, PowerPoint (knowledge of Donor Perfect is preferred).
- Excellent verbal and written communications skills.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to organize and prioritize work.
- Ability to work independently.
- Excellent interpersonal skills.

Helpful Experience:

- Success working as a team member.
- Success working with volunteers.
- Success coordinating the production of direct mail appeals.
- Success maintaining donor/grant files.

To Apply:

Please submit resume and cover letter in one .pdf document via email to jlittle@ctwoodlands.org with the subject line reading "Development Assistant Position". No phone inquiries, please.

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CFPA is an equal opportunity and affirmative action employer. CFPA provides equal employment opportunity and prohibits discrimination against all employees and applicants for employment based upon race, color, sex, gender, religion, creed, national origin and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam Era or disabled Veteran, or any other legally protected status.

Position posted January 10, 2018