



**Title:** Development Assistant

**Employment Type:** Non-Exempt, full time, 37.5 hours per week

**Reports to:** Director of Development and Communications

**Location:** East Aurora, NY – Hybrid possible

**Salary Range:** \$42,000 - \$47,000 D.O.E.

Western New York Land Conservancy's mission is to permanently protect land with significant conservation value in Western New York for the benefit of future generations.

The Development Assistant plays a key role in advancing the Land Conservancy's mission by supporting the organization's fundraising initiatives. They are primarily responsible for maintaining and managing the Land Conservancy's donor database and the donation acknowledgement process. The Development Assistant helps establish and implement data-entry policies and procedures to ensure data consistency and quality, and provides reporting which helps inform philanthropic strategies.

### **What You Will Do:**

#### *Core Responsibilities*

- Manage the donor database, Raiser's Edge NXT, performing accurate data entry, recording donations, entering new contacts, updating records, and reconciling gift records with accounting.
- Responsible for timely donor acknowledgment through coordinating written acknowledgements, making thank-you calls, and stewardship of new donors.
- Prepare fundraising updates for the Board of Directors and monthly Board Thank You call sheets.
- Create queries, exports and customized reports for development and marketing purposes including mailing lists
- Assist in the planning and support of the annual conservation celebration and other fundraising events including managing online registrations, logistical set up, staffing for events, guest follow up, etc.
- Assist in scheduling, preparation, and tracking outcomes for meetings and events
- Handle correspondence, word processing, filing, copying, and mailing, as needed
- Ensure proper running of development integrated systems, such as Constant Contact

#### *Other*

- Support other WNYLC events as assigned
- Other duties as assigned

### **What You Will Bring:**

- High School diploma or equivalent
- At least 3 years of relevant experience in nonprofit database management
- Experience with customer relationship management software such as Raiser's Edge
- Proficiency with Microsoft Office applications, particularly Excel, Word, and mail merge functions
- Time management skills that balance flexibility and responsiveness with adherence to deadlines
- Record of integrity, discretion, and ethical decision-making
- Ability to work independently with a high level of accountability and attention to detail
- Strong interpersonal skills
- A commitment to excellence, teamwork, continuous learning and creativity

**Physical Demands:**

This position requires the ability to remain in a seated position for long stretches of time, high volume of operating standard office equipment and keyboards, and occasional lifting of items up to 30 pounds

**Benefits:**

The Land Conservancy offers competitive and progressive benefits including but not limited to:

- Comprehensive health coverage
- Generous vacation time
- A 37.5 hour work week
- 401k retirement plan with 4% employer match
- Sabbatical leave every seven years of employment, earn up to a two-month paid sabbatical

**How To Apply:**

You can find the job description at the following link: [www.wnylc.org/work-with-us](http://www.wnylc.org/work-with-us). Please submit a cover letter and resume as a single PDF to [jobs@wnylc.org](mailto:jobs@wnylc.org) with "Development Assistant" in the subject line. Three professional references will be required for position finalists. Applications are only accepted electronically. No phone calls please.

Please include the answers to the following questions in your cover letter:

1. Why are you interested in working for the Western New York Land Conservancy?
2. Please describe your experience relevant to the position's core responsibilities.

**The Land Conservancy is accepting applications until the position is filled.**

The Western New York Land Conservancy is committed to enhancing diversity and inclusion in our organization and in land conservation. Multiple perspectives and experiences help strengthen our work as an organization and enhance our relevance throughout communities currently underrepresented in the land conservation sector. People of color, women, LGBTQIA+ individuals, and people with disabilities are encouraged to apply.