



Development Associate -- Save the Redwoods League

Our **Development Associate** is the glue that holds things together in our Development team! You are the go-to person and an organizer extraordinaire!

As our **Development Associate**, you provide administrative support to the Chief Development Officer (CDO), the Major Gifts and Public Funding teams, and the Development Department. You are also the primary internal and external contact for the Development Department, directing inquiries and providing information as requested by League staff, the donors, Directors, and Councilors.

We provide excellent benefits including paid vacation, sick time, medical, dental, vision, online tele-therapy, health advocacy and employee assistance programs, life insurance, and a generous 401k match!

For over 100 years, **Save the Redwoods League** has been dedicated to protecting the ancient redwood forests so all generations can experience the inspiration and majesty of redwoods. Since its founding in 1918, Save the Redwoods League has protected more than 200,000 acres of forests and helped create 66 redwood parks and preserves for everybody to enjoy. To learn more about us, go to www.SaveTheRedwoods.org.

RESPONSIBILITIES:

- Supports the Chief Development Officer: prepares budget; reports/processes/tracks expenses; routes invoices/contracts; coordinates travel; manages calendar; maintains files; coordinates interdepartmental fundraising campaigns; coordinates mailings to Councilors and Directors
- Supports the CDO with Development Committee meetings: prepares agendas/meeting materials; takes minutes; prepares/sends follow-up communications to committee members
- Supports the Major Gifts and Public Funding teams: routes and processes invoices/contracts; acknowledges gifts and grants; prepares/routes donor acknowledgement letters and grant agreements
- Prepares, schedules, and facilitates Development Department meetings: prepares agenda and materials, takes minutes; follows-up on discussion items
- Plans and implements Development Department annual planning retreats, annual budgeting process, and periodic department gatherings
- Supports special projects, as required

QUALIFICATIONS:

- Commitment to Save the Redwoods League's mission
- Two or more years' administrative support experience; nonprofit development experience preferred
- Proficient with Microsoft Office 365, including Word, Excel, and PowerPoint, as well as SharePoint, OneDrive and Teams, Adobe Photoshop, InDesign, and Every Action (or equivalent database); Asana experience a plus
- Organized and efficient; able to coordinate concurrent multiple projects and meet deadlines; impeccable attention to details
- Proactive self-starter requiring minimal supervision and also works well on a team
- Strong verbal, interpersonal communications, writing, and editing skills; excellent customer service skills
- Experience working with high level volunteers and donors preferred
- Occasional weekend and evening responsibilities
- Occasionally lifts, carries, and moves objects weighing up to 30 pounds
- Periodic travel within California; occasionally required to hike through forest land and walk on uneven ground
- Demonstrated commitment to inclusion; cultural competence with the ability to communicate and interact effectively with people across cultures, ethnic groups, and identities; verbal and written fluency in a language other than English is desirable

TO BE CONSIDERED:

Please email your resume, a cover letter addressing why you are a great fit for this role, and your salary expectations to Jobs@SaveTheRedwoods.org with "*Development Associate*" in the subject line.

NO CALLS PLEASE... we are busy protecting redwoods. THANK YOU!

Save the Redwoods League is an Equal Opportunity Employer and is committed to creating an environment of equity and inclusion. Recruiting and retaining a diverse workforce is a high priority; people of all identities, backgrounds, and cultures are encouraged to apply. Learn more about our [Diversity, Equity, and Inclusion](#) initiatives.