

Campaign Associate for Save the Redwoods League

Are you inspired by preserving the beauty of our natural world and our majestic redwood forests? As our **Campaign Associate**, you are a vital member of our Development team. The **Campaign Associate** supports the Campaign Director, Campaign Cabinet Committee, Chief Development Officer, Development Committee of the Board of Trustees, and the Major Gifts Team. You help plan, organize, and implement the Campaign, a multi-year fundraising endeavor currently in the planning phase.

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.

We provide excellent benefits including paid vacation and sick time, medical, dental, transit benefits, life insurance and a generous 401K!

Essential Duties and Responsibilities:

Campaign Director and Campaign Support:

- Provides administration support to the Campaign Director: helps prepare and monitor budget; completes expense reports; tracks invoice/contract processing and progress; coordinates travel and meetings; manages calendar; inputs data and generates database reports; organizes files
- Assists Campaign Director with management of donor portfolio, engagement activities, correspondence, special mailings; prepares donor packets, proposals, and presentations
- Assists Campaign Director with facilitating Campaign Cabinet Committee meetings; schedules date and location, tracks attendance; prepare agendas and materials, takes minutes
- Participates in campaign strategic planning meetings; tracks project goals and timelines
- Acts as the communication liaison between the Campaign Director and the League's internal departments such as the Conservation Programs, Legal, Marketing and Communications, and Finance teams
- Assists with facilitating the fundraising activities of volunteer campaign solicitors; provides record keeping; identifies and cultivates prospects

Chief Development Officer (CDO) and Committee Support:

- Supports the CDO with calendar management, expense reporting, contract routing/processing and progress, travel and meeting coordination, database input, report generation, file organization
- Assists CDO with facilitating Development Committee meetings; schedules date and location; tracks attendance; prepares agenda and materials, takes minutes
- Assists CDO with management of donor portfolio, engagement activities, correspondence, special mailings; prepares donor packets, proposals, and presentations

Prospect Research:

- Conducts prospect research for more in-depth understanding of donor's interests; analyzes financial capabilities; prepares targeted reports
- Maintains database specific to prospect research

Qualifications:

- Committed to the mission of Save the Redwoods League
- Bachelor's Degree or comparable experience
- 4-5 years' administrative support experienced required
- Nonprofit development experience preferred (high level volunteers and donors); event planning experience preferred
- Proficiency with MS Office, basic publishing software (Adobe Photoshop, InDesign), Raiser's Edge or equivalent database
- Experience with online databases and resources (Hoovers.com, Dun & Bradstreet, Foundation Center Research On-Line, SEC documents, Lexis-Nexis, WealthEngine, etc.) preferred
- Ability to retrieve, analyze and synthesize information gathered from varied sources
- Prospect research and analysis experience, understanding financial terms and wealth indications to assess philanthropic activity strongly preferred
- Strong donor relations orientation
- Strong project management, organization and time management skills; analytical with impeccable attention to detail; creative problem solving skills
- Excellent verbal and interpersonal communications abilities; strong writing and editing skills
- Ability to multi-task and work in a fast-paced environment, establish and monitor priorities, remain flexible, meet deadlines, and have fun
- Self-directed with the ability to work as team member
- Occasionally lifts, carries, moves, and positions objects weighing up to 30 pounds
- Occasional weekend and evening responsibilities
- Periodic travel within California

To Be Considered:

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 the subject heading "Campaign Associate"**.

NO CALLS PLEASE . . . we are busy protecting redwoods. Thank you!

Save the Redwoods League is an Equal Opportunity Employer

Fluent English speakers who are bi-or multi-lingual, including indigenous language speakers, are encouraged to apply.