



*The Alliance is an Equal Opportunity Employer.
Visit our website at: allianceforthebay.org*

Position Announcement: **Development Associate**

About the Alliance:

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose vision is clean streams and rivers flowing through resilient landscapes, cared for by the people who live, work, and play in the Chesapeake Bay watershed; and whose mission is to bring together communities, companies, and conservationists to improve our lands and waters. The Alliance was founded in 1971 and has offices in Annapolis, MD, Lancaster, PA, Washington, D.C., and Richmond, VA. In celebration of our 50th anniversary in 2021, we told 50 stories from our first five decades, which can be read and viewed [here](#).

Job Description:

This full-time position serves a critical administrative role in support of the Alliance's growing fundraising team and organizational needs. The Development Associate will support the CEO, Board, and staff in implementing the organization's Development Plan, and its various events, campaigns, and donor cultivation objectives. This position supports the continued success of the Alliance's fundraising efforts to invest into our four program areas, including: Forests, Agriculture, Green Infrastructure, and Stewardship & Engagement. The Development Associate is primarily focused on constituency tracking and outreach, and will play a critical role in important events that increase organizational visibility and funding.

Specific Duties of the Position:

- Maintain the Alliance's CRM database, including data entry related to donors, event attendees, and corporate sponsors. Enter new donor data, contacts, and other miscellaneous information.
- Oversee event coordination and logistics for events, including but not limited to the Taste, Wild and Scenic Film Festival, Extraordinary Give, and the logistics for other donor fundraising events.
- Facilitate planning the Taste and Wild and Scenic Film Festival events.
 - Establish committees and subcommittees, consisting of Board and staff members.
 - Participate on each subcommittee, maintain timelines, ensure deliverables of subcommittees.
 - Work with the CEO to align fundraising goals and event planning details.
 - Create invoices for sponsors, record guest registrations, send thank you letters to sponsors.
- Coordinate and generate all donor acknowledgement letters, including digitally and paper, for annual, mid-level, and major donors. Additionally, work with staff in establishing documents related to grant and sponsorship requests and reports.
- Assist the Development Team with implementing various fundraising campaigns, including mid-year and end of year appeals, and other opportunities. These tasks might include: listserv emails, printing and mailing, pulling donor lists, and reporting on campaign metrics.
- Maintain annual Combined Federal Campaign (CFC) applications, such as EarthShare and Benefit for Good. Review donations and send acknowledgements as appropriate.
- Support the Development Team and CEO in other tasks as they occur. Coordinate with the Communications team on events and projects.

Minimum Qualifications & Experience:

- Bachelor's degree in communications, marketing, public relations, business or similar.
- 1+ year relevant professional or volunteer experience (an advanced degree in a relevant field may substitute for one year of professional experience).
- Effective written and verbal interpersonal communication skills.

- Basic understanding of environmental issues is a plus.
- Ability to work independently on multiple projects as well as part of a team.
- Quick learner, well-organized, possess strong attention to detail, and excellent time management skills.
- Excellent data entry and management skills, experience with CRM platforms is a plus.
- Software proficiency desired: Google Drive Suite, basic Microsoft Office; Adobe.

The Alliance aspires to be an inclusive multicultural organization that celebrates the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs. We are committed to ensuring diversity and inclusion remain integral to our organizational structure, policies, board of directors, staff, strategic goals, grants, partnerships and program delivery. The Alliance believes a broad base of participation and partners reflecting all of society is needed to be successful in the Chesapeake Bay Watershed restoration effort. Visit www.allianceforthebay.org/DEI to learn more.

The Alliance for the Chesapeake Bay offers a family friendly, flexible work environment. We are committed to building a diverse team and strongly encourage candidates from all backgrounds to apply. If you meet more than 75% of the qualifications of this description, we encourage you to submit an application.

Supervision: The Development Associate will report directly to the CEO. Additional oversight will be provided by the Development Specialist.

Hours and Location: The Development Associate will be based at the Alliance's Annapolis, Maryland office. Some night and weekend work may be required. Travel throughout the Chesapeake Bay watershed is needed at times. The position advertised is full-time (40 hours per week).

The Alliance will require the successful applicant to submit proof of vaccination against COVID-19 (or proof of a qualifying federal exemption) prior to the candidate's first day as an Alliance employee. This is not required at time of application.

Salary: \$42,500+, commensurate with experience. Competitive benefits are available.

Application: Please email your cover letter, résumé, and list of 2 professional references (including the skills in which they may reference) to careers@allianceforthebay.org no later than **Sunday, February 6, 2022**. Indicate "Development Associate" in the email subject line. No telephone inquiries, please.