

Position Description**Department:** Development**Title:** Development Assistant

National Forest Foundation (NFF) is pleased to offer a regular, full-time position that will provide support to the Development and Communications team as well as elsewhere in the Department and the NFF.

About the NFF: The NFF works with communities and organizations to conserve and enhance the watersheds, wildlife habitat, wild places, and recreational opportunities across our 193-million-acre National Forest System. The NFF seeks to engage all Americans in this work.

Position Function: This Development Assistant primarily supports Development functions including internal processes, virtual events, and more. This position reports to the Digital Marketing Manager. This position provides support both for staff and processes in the Missoula office and, at times, other locations.

Position Duties and Responsibilities: The Development Assistant will be responsible for the following tasks:

- Donor relations (25%)
 - Return donor calls and perform follow-up tasks as needed
 - Return donor emails and perform follow up tasks as needed
 - Direct donor inquiries to other staff as appropriate
- Gift processing and database support (20%)
 - Assist with tribute gift processing, notifications, data merges
 - Manage (prepare and input) Facebook Giving/gifts
 - Database record cleanup and maintenance as needed
- Development support (40%)
 - Manage electronic filing of all Development agreements
 - Schedule and prepare agendas for recurring department meetings
 - Prepare monthly Consolidated Pipeline document
 - Prepare selected Board materials quarterly
 - Prepare annual EarthShare applications and support for other 'giving portals' as needed
 - Fulfill (ship) orders for NFF materials, giveaways, corporate partnerships, virtual events, others needs during the year
 - Maintain Development deadlines calendar
- Event support (15%)
 - Support annual "Sporting Clays" fundraising event including scheduling and tracking planning meetings, capturing notes, venue logistics, shipping, and other tasks
 - Support registration and other tasks as assigned for annual National Forest Excursions
 - Support NFF's virtual events in coordination with Communications team

Education and Qualifications: NFF expects the Development Assistant to possess the following qualifications:

- An Associate's degree or at least two (2) years' relevant experience
- An acquaintance with or appreciation for U.S. public lands, preferably National Forests and/or the U.S. Forest Service

Abilities and Skills: NFF expects the Development Assistant to possess the following proven abilities and skills:

- Experience with customer service
- Strong attention to detail and commitment to process
- Ability to manage multiple deadlines and a diverse workload
- Excellent computer skills, with proficiency in common desktop applications, Microsoft Office Suite, including general familiarity with databases
- Ability to represent the NFF with diverse constituents in a clear and professional manner through excellent written and oral communication skills and excellent interpersonal skills
- Ability to work well, and be flexible in a team-oriented environment
- Commitment to the mission of the National Forest Foundation

Location and Travel: The position is located in Missoula, Montana. It may require occasional travel (estimated twice per year for 3-4 days at a time).

Compensation: The NFF offers compensation commensurate with skills and experience, and will include a competitive benefits package. Salary for this position will be in the \$36,000-\$38,000 range.

To Apply: Please send a cover letter and resume in .pdf format **by April 23, 2021**, to Sheree Bombard at sbombard@nationalforests.org with subject line: "Application for Development Assistant."

The National Forest Foundation is an equal opportunity employer and welcomes a diverse pool of candidates in this search. For more information about the National Forest Foundation, visit the website at: www.nationalforests.org