

<p>Position Description</p> <p>Division: Development Title: Development Assistant</p>	
---	--

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

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: To provide support for a variety of Development-related functions for staff in both Missoula (NFF headquarters) and, at times, for Development staff located remotely. This position reports to the Conservation Partnerships Manager.

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

- Research funding prospects.
- Assist with acknowledgements, tribute gifts, merges, and other database functions as needed.
- Assist with preparing and filing agreements.
- Support annual Sporting Clays event, including tasks in advance.
- Meeting Support
 - Schedule and prepare agendas for Development team meetings.
 - Manage bi-weekly Prospect Review Meetings.
- Other Development support
 - Development deadline tracking.
 - Prepare and post monthly Consolidated Pipeline.
 - Process Development agreements (signatures, transmit, file, and log).
 - Fulfill “My Planet Pass” requests.
 - Donor thank you calls.
 - Prepare annual EarthShare application.
- Other tasks as assigned by supervisor.

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

- An Associate's Degree or at least two (2) years' experience, preferably with a nonprofit organization.
- An acquaintance with and/or appreciation for 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:

- Strong attention to detail and commitment to process.
- Ability to manage multiple deadlines and a diverse workload; organized.
- Strong telephone skills and a 'customer service' attitude with donors.
- 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.
- Excellent computer skills, with proficiency in Microsoft Office and other common desktop applications.
- Ability to work well, and be flexible in a team-oriented environment.
- Commitment to the mission of the NFF.

Location and Travel: The position is located in Missoula, MT. It will require travel twice per year for three-to-four days at a time (All-Staff Retreat; Sporting Clays fundraising event).

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- \$40,000 range commensurate with experience.

To Apply: Please send a cover letter and resume in .pdf format by March 19, 2020, 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