



Connecting people to the land since 1895

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Development Assistant: Full-Time Job Opportunity

We encourage you to apply for this job opportunity if you are interested in working...

- at a positive, mission-focused, non-profit conservation organization;
- with a team dedicated to getting people outdoors, conserving forests, parks and our statewide network of Blue-Blazed Hiking Trails; and
- as part of an organization dedicated to the principles of JEDI - Justice, Equity, Diversity and Inclusion.

Connecticut Forest & Park Association (CFPA) is a nonprofit passionate about protecting our state's forests, parks, trails, and open spaces, so that future generations can enjoy Connecticut's natural beauty as much as we do today. CFPA is a welcoming community dedicated to connecting people to the land, and we're committed to fostering a diverse and inclusive team. We believe that a variety of perspectives strengthens our mission and our impact.

Position Summary

CFPA is seeking an energetic self-starter with a passion for fundraising. The Development Assistant will support the Development Director with all administrative tasks related to fundraising. The role involves complex tasks related to managing donor records, coordinating direct mail appeals, working on activities with donors, members, and donor recognition events. ***Strong database experience and skills are essential.*** We're looking for someone passionate about CFPA's conservation mission who can organize and manage data effectively to help us reach our revenue goals.

This role also involves working on activities with donors, members, direct mail appeals, and donor recognition events.

Reports to: CFPA Development Director

Primary Responsibilities

- Keep foundation, corporate, and individual donor files organized and up-to-date.
- Prepare and send thank-you letters and other messages to recognize donations.
- Work with the Office Manager to update database records and create reports.
- Help the Development Director research potential donors, including corporations and foundations.
- Organize and send out appeal letters to our community.
- Help plan donor events, including managing guest lists and preparing registration materials.
- Support donor communication through social media and website updates.
- Join occasional evening meetings when needed.
- Pitch in with other tasks as needed.
- This is a full-time (35 hours), hourly position with health and dental benefits.

Preparation and Knowledge

- Associate or bachelor's degree in a related field such as Communications, Marketing, Business, Public Relations, Philanthropy, Social Sciences, Hospitality, or Event Management
- Experience in an administrative position, preferably in a nonprofit development office.
- Proficiency with Microsoft Office Suite, including Word and Excel, for purposes of data analysis, list creation, and/or mail merges

- Experience with a donor database to enter data, extract datasets, create mail merges, and generate reports. Donor Perfect is preferred.
- Excellent verbal and written communications skills.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to organize and prioritize work.
- Ability to work independently.
- Excellent interpersonal skills.

Benefits of Working with CFPA

At CFPA, we offer a welcoming and supportive work environment with a flexible schedule and excellent benefits. Our full-time team members enjoy a comprehensive health plan, paid vacation and holidays, and a retirement plan (at the completion of one year of service). This position pays a starting salary of \$21.97/hour (approximate equivalent to \$40,000/year) and can be adjusted based on experience.

CFPA is an equal opportunity and affirmative action employer. CFPA provides equal employment opportunity and prohibits discrimination against all employees and applicants for employment based upon race, color, sex, gender, religion, creed, national origin and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam Era or disabled Veteran, or any other legally protected status.

To Apply:

Please submit resume and cover letter in one .pdf document via email to Lpierce@ctwoodlands.org with the subject line reading “Development Assistant Position”. Position is open until filled. No phone inquiries, please.

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Position posted November 21, 2024