



**WOODS HOLE RESEARCH CENTER**

**Development Associate**

**Job #DEVAS14**

**SUMMARY:** We seek a Development Associate to participate in all aspects of day-to-day operations in the Development office. The successful candidate will report to the Chief Development Officer and plays an important role in providing administrative support in fundraising activities and communications outreach. This position requires strong donor database management skills, as well as excellent office administration skills.

**Responsibilities:**

- Manage Raiser's Edge database standards, maintain accurate records in Raiser's Edge; develop and prepare timely and accurate financial reports, donor, and prospect lists.
- Create a system of regular reporting to analyze Annual Fund results and utilize the data to establish benchmarking for monitoring purposes
- Identify and research prospects, including: private foundations, trip planning, stewardship activities, and program development
- Generate reports that do portfolio analyses of donors and prospects
- Manage gift acknowledgement process and produce thank you letters
- Manage the database and donor records; develop records for prospects
- Coordinate and reconcile financial records with the finance and accounting team
- Apply wealth screening and giving history information with planning visits; organize communications mailing lists and listservs
- Provide training on Raiser's Edge software to select WHRC staff members
- Assist in special event planning and administrative details associated with Development Committee meetings (notices, agendas, pertinent giving reports)
- Data entry required

**Qualifications and Experience:** College degree preferred and minimum of three years' experience working with database management in a development office.

- Proficiency in Microsoft Office and Raiser's Edge fundraising software
- Commitment to working collaboratively with colleagues
- Service orientation and a strong work ethic
- Excellent verbal, written and organizational skills
- Ability to work independently with little supervision

**Desired Start Date:** Summer 2014      **Application Deadline:** July 16, 2014

**Salary Range:** \$51,000 to \$58,000, with full benefit package, exempt position.

**Application Instructions:** To apply, please send cover letter referencing "**Development Associate Job # DEVAS14,**" curriculum vitae, and contact information for three references to [jobopenings@whrc.org](mailto:jobopenings@whrc.org). Please type "**DEVAS14**" in the subject line.

*The Woods Hole Research Center is an independent, nonprofit institute focused on environmental science, education, and public policy. The WHRC focuses on combining analysis of satellite images of the Earth with field studies and computer models to better understand changes in the world's ecosystems, from the thawing permafrost in the Arctic to the expanding agriculture regions of the tropics.*