



Washington Trails Association
Job Description (1/13/10)

Position: Development Assistant
20 hours/week

Supervisor: Development Director

Salary: \$13/hour plus benefits

Status: Application deadline: postmark by February 1, 2010
Start date: February 2010

Position Description

The Development Assistant makes a tangible contribution to trails and wildlands by providing administrative and gift processing support for Washington Trails Association's fundraising and membership programs. Gains valuable experience with a diversified program that includes 8,000 individual members, major donors, foundations, and corporate sponsors. Works closely with the Development Director and Membership Manager and interacts with WTA donors and volunteers.

Major Responsibilities

- Gift processing: record contributions in donor database and prepare thank you letters to donors (70%)
- Administrative support for major giving program, special fundraising campaigns and appeals, workplace giving program, membership program, and special events including Hike-a-Thon (15%)
- Help maintain hard copy and electronic records (5%)
- Provide backup for Office Manager and Membership Manager as needed (5%)
- Other duties as directed (5%)

Required Qualifications

- Demonstrated interest in learning donor relations/fundraising management principles and practices
- Data entry and/or database experience
- Windows, internet, and email literacy
- Proficiency using Microsoft Word and Excel, including mail merge
- Highly organized, with excellent attention to detail
- Strong writing and editing skills
- Strong interpersonal and oral communication skills

- Ability to meet deadlines
- Ability to manage donor confidentiality
- Interest in WTA's mission and programs

Desired Qualifications

- Some experience or skills related to donor relations/fundraising management
- Exposure to donor management software, such as ebase
- Experience with page layout and photo editing software, such as Adobe InDesign and Photoshop

To Apply

Please familiarize yourself with our website at www.wta.org. Then send your cover letter and resume to Washington Trails Association, 2019 3rd Ave Ste 100, Seattle, WA 98121, Attn: Rebecca Lavigne. Applications must be postmarked by February 1, 2010.