Position Description: Part-Time Development Assistant

The Organization
Hunterdon Land Trust is a 501 (c)(3) nonprofit organization whose mission is to preserve the integrity of the rural landscapes in the Hunterdon County region by protecting and enhancing natural resources, and the cultural landscape of the historic Dvoor Farm, for public enjoyment and education.

The Position
The Development Assistant works closely with and reports directly to the Executive Director. This position is responsible for assisting with fundraising solicitations, managing the donor database and processing donations as well as planning and implementing fundraising events. The position is expected to be part time at approximately 10 hours per week.

Responsibilities
- Process donations, gift acknowledgements, and matching gift forms.
- Manage Evergreen (monthly) donors and employee giving programs.
- Manage the donor database (Donor Perfect); run queries to produce appropriate mailing lists for solicitations; enter and clean data as needed.
- Coordinate spring and year-end appeal mailings and other appropriate campaigns.
- Mail welcome packets to new donors.
- Coordinate mailings to new homeowners to cultivate prospects.
- Assist with business sponsorship solicitation and management as time allows.
- Lead event committee to plan and execute Farm to Table dinner (annual gala).

Qualifications
- Genuine interest in Hunterdon Land Trust’s mission
- Strong interpersonal and organization skills; attention to detail; and ability to prioritize.
- Ability to work in fast-paced yet collegial environment.
- Superior writing, editing, and oral communications skills.
- Proficiency with Microsoft suite, computer skills, and donor database systems.
- Understanding of ethics and best practices related to development activities.
- A minimum of two years of relevant experience, including experience successfully managing individual giving and event planning.

HLT offers a competitive pay rate, commensurate with experience, and flexible work environment. As per HLT’s personnel policy, part-time staff are eligible for retirement benefits as well as paid leave in compliance with the NJ Paid Sick Leave Act.

To Apply:

Please email your cover letter, resume, and hourly rate requirements to Beth@hunterdonlandtrust.org by February 23, 2020. Additional information about Hunterdon Land Trust can be found at www.hunterdonlandtrust.org.