



1012 14th St NW, Suite 625, Washington, DC 20005

T: 202 234 2356 | F: 202 234 2358

info@amazonconservation.org

Job Description: Development Associate

February 2021

Organization

Amazon Conservation's mission is to unite science, innovation, and people to protect the Amazon—the greatest wild forest on Earth.

As conservation pioneers since 1999, we have used science to guide our holistic approach to environmental conservation and restoration in the Amazon. Our founding program provided support for Brazil nut harvesters in Peru, as an incentive for protecting their forests. Since then, the organization has grown to protect over 8.8 million acres of rainforest, establish the world's first conservation concession, host thousands of scientists and tourists at our three premier conservation hubs, empower indigenous communities to develop forest-friendly livelihoods, and so much more. Our on-the-ground efforts are geographically focused in the headwaters of the Amazon basin, where the Amazon Rainforest meets the Andes Mountains in southeastern Peru and northern Bolivia, however our real-time satellite monitoring program covers the entire Amazon basin (including Brazil, Colombia, and Ecuador).

For more information, please visit www.amazonconservation.org.

Position Overview

We are currently seeking an organized, dynamic, and detail-oriented professional to serve as a Development Associate within Amazon Conservation's growing DC team.

Reporting to the Communications and Development Manager, this position will help leverage Amazon Conservation's work to a wide variety of audiences and help manage and implement individual and corporate giving fundraising campaigns and programs.

Responsibilities

Fundraising (60%)

- Strategy Support:
 - Coordinate with DC and Alliance Programs teams on any individual or corporate donor's donation requirements and on identifying relevant updates from the field to be used to target prospects based on their interests.
 - Coordinate regularly with on-the-ground Alliance partners to understand the general conservation needs of the Amazon and be able to pitch them to prospective donors in a wide variety of materials.
- Fundraising programs and campaign management:
 - Manage and strengthen the organization's legacy giving, direct mail, workplace giving, and monthly giving programs, including promotions, stewardship activities, donor acquisition efforts, and vendor relationships.
 - Develop project updates, proposals, and reports to be used for cultivation and stewardship of donors and prospects, in collaboration with the rest of the Alliance team to assist in building donor relationships.
 - Support the organization's 2 major fundraising appeals (Earth Day in April and end-of-year in October-January), including working with Communications Associate to

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- develop donor-centric content across all channels, managing lists, and mailings, processing donations and acknowledgments, and responding to donor inquiries.
- Manage incoming donor inquiries and coordinate with Communications Associate on fundraising-related partnership opportunities.
- Stay abreast of the latest research and best practices in the field of fundraising.

Development Operations Support (40%)

- Event management:
 - Support the development and implementation of 5-10 virtual forums and at least 1 in-person fundraising event a year, ensuring they are donor-centric.
- Lead the use and management of Salesforce CRM across the DC office, including:
 - Being responsible for all data entered into the system, ensuring the highest level of data accuracy and data protection. Data entry support and backup may be provided by the organization's Administrative Coordinator, interns, and consultants, however, this position will need to closely coordinate, collaborate, and monitor data entry done by others.
 - Pulling reports, format and analyze data, and compile regular reports on giving.
 - Overseeing monthly reconciliation of data in Salesforce with Quickbooks, collaborating with the Finance Associate.
 - Leading the coordination with consultants on backend improvements and troubleshooting errors.
- Support Development operations management:
 - Ensure individual donor reporting timelines and additional requirements are met.
 - Manage the processing and acknowledgment for all gifts to the organization, including managing 13 donation platforms, coordinating and sending acknowledgment letters, providing yearly documentation to monthly giving program donors, and all related stewardship activities.

Required Qualifications

- Bachelor's Degree in Communications, Journalism, English, International Studies, or related field.
- 2-5 years of relevant experience (internships can be counted towards this requirement).
- Strong interest in learning about and strengthening fundraising and development skills
- Ability to edit and rewrite technical documents to convey complex ideas in a clear and direct style while preserving intricacies of complex content.
- Possess full command of English grammar, punctuation, technical terminology, style, and usage
- Understand varying language requirements and nuances pitched at a variety of donor audiences that range from the lay to the technical and professional.
- Strong basic computer skills; proven ability to use standard technology packages, i.e. Microsoft Word, PowerPoint, Excel, Google Drive, Dropbox, Zoom.
- Self-motivated with strong organizational skills, problem-solver, positive can-do attitude, and high accountability.
- Professional proficiency in written and spoken English and Spanish.

Preferred Qualifications

- Previous experience managing databases, especially Salesforce CRM, highly preferred.



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- Previous experience in fundraising, development, communications, or nonprofit management highly preferred.
- Interest in environmental protection and Latin America a plus.

Please note that due to the current COVID-19 pandemic Amazon Conservation’s staff is working remotely. This position will start as a remote position, but the candidate must be located in the DMV area (Washington, DC - Maryland - Virginia) to access our DC office periodically. When pandemic restrictions are over, the organization will resume its in-person operations.

Salary commensurate with experience. Amazon Conservation offers a competitive benefits package that includes employer-paid medical, dental, vision, short- and long-term disability, as well as a matching pension plan, and 25 vacation days. EOE.

Application Guidelines

Email your resume, cover letter, and a list of 3 references to applications@amazonconservation.org with the subject line “Development Associate.” *Applications without a cover letter will not be reviewed.* We regret that due to the high volume of applications we are only able to acknowledge finalist candidates. No phone calls, please.

Applications will be reviewed on a rolling basis. Position available immediately and open until filled.

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