



1012 14th St NW, Suite 625, Washington, DC 20005  
T: 202 234 2356 | F: 202 234 2358  
info@amazonconservation.org

## **DEVELOPMENT ASSISTANT (PART-TIME)**

### **Job Description**

*Updated: April 2025*

### **POSITION OVERVIEW**

Amazon Conservation Association is looking for a dynamic and resourceful professional for a part-time support position in its Washington, DC office. The position involves supporting Amazon Conservation's Development team in fundraising operations, campaign management, and prospect research activities for individual giving and communications to ensure streamlined processes and timely research are conducted to advance the organization's fundraising and communications goals.

The candidate must be organized, detail- and process-oriented, and be able to coordinate and communicate effectively with staff and external partners at all levels. The candidate must have a proven track record of taking initiative and recordkeeping in a support role. Strong preference for candidates with any level of Spanish and/or Portuguese proficiency, although all are encouraged to apply. The Development Assistant will report to the Development Officer.

**Please note that this is a part-time hybrid position (20 hours/week) and candidates must be located in the DMV area (Washington, DC - Maryland - Virginia) of the US and able to work at least 2 days a week from our DC office.** There is an opportunity for this role to grow into a full-time position in the future.

### **RESPONSIBILITIES**

- **Support prospect research based on development pipeline and strategy, providing regular updates (40% - weekly)**
  - Lead the ongoing and timely research of donors and prospects, including conducting wealth screenings using key platforms, researching and prioritizing small family foundation prospects, analyzing information and creating reports on top legacy-giving donors and prospects, and researching potential business partners and sponsorship opportunities



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- **Manage key development operations (40% - weekly)**
  - Manage all recordkeeping for the development team, including logging checks and EFTs in Salesforce and related spreadsheets, ensuring accurate and timely entry of online donations in Salesforce
  - Prepare and mail acknowledgment letters, ensuring coordination with staff signing letters
  - Serve as first point of contact for donor inquiries and supporting donor requests (such as updating recurring giving information, providing acknowledgment letters, and answering general inquiries)
  - Pull, edit, and format general donor lists from Salesforce for mailing campaigns, events, and analysis
  - Provide the Finance Team with regular reports from all donation platforms
  - Support tracking campaigns, donor touchpoints, and next steps in Salesforce
- **Support the Development team with donor-related timelines, materials, and campaigns (20% - monthly/ ad-hoc)**
  - Manage major donor reporting timelines
  - Manage deadlines, platforms, and application materials for registration at Charity Watchdog sites, workplace giving campaigns, and giving platform renewals
  - Manage the renewal process for business partnership contracts
  - Work with the team to gather up-to-date results and content from partners to bolster the team's fundraising and communications materials.
  - Support team with fundraising campaign content, design, lists, implementation, and follow-up, as needed, including managing physical mailing activities.
  - Provide support to the team with in-person event activities (guest check-in, check-out, event set up and take down, etc.), as directed.
  - Support donor report creation with translation revisions, proofreading, gathering information, and formatting as needed.
  - Other duties as assigned.

## **REQUIRED QUALIFICATIONS**

- Associate's degree or equivalent required
- 3+ years' experience in a professional office environment required (internships can count toward this requirement)
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint, and Excel, as well as Google Workspace
- Excellent organizational skills and ability to prioritize tasks and meet deadlines
- Detail-oriented and comfortable working in a fast-paced office environment
- Strong research and analysis skills



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- Ability to learn new technologies and software quickly
- Ability to analyze and revise operating practices to improve efficiency
- Exceptional interpersonal, written, and oral communication skills
- Self-starter, resourceful, problem solver
- Demonstrates energy, optimism, and passion for helping others

## **DESIRED QUALIFICATIONS**

- Bachelor's degree in any relevant area strongly preferred
- Experience with CRM software strongly preferred (such as Salesforce, eTapestry, etc.)
- Intermediate Spanish proficiency (verbal and written) a major plus
- Any proficiency level in Portuguese a major plus
- Experience working in nonprofit organizations or fundraising preferred
- Interest in conservation preferred

## **ADDITIONAL INFORMATION**

**Salary commensurate with experience. As this is a part-time (20 hours/week) position, no benefits are offered. However, part-time employees may choose to opt into our health, dental, and vision plans by paying the full premium out of pocket. Unpaid time off may be taken with prior supervisor approval.**

**Amazon Conservation has staff in the US and Amazonian countries, with staff in Washington, DC coming into the office on certain days of the week. This is a hybrid position, so the candidate must be located in the DMV area (Washington, DC, Maryland, Virginia) and able to work in the office at least 2 days a week and attend special meetings and events in person as needed.**

## **DEI COMMITMENT**

Amazon Conservation commits to establishing and fostering an equitable and inclusive environment where all members feel safe, supported, and valued. We believe that a diversity of experience, positionality, and perspective is of central importance to maximizing our work protecting the Amazon Rainforest. We believe that all staff, volunteers, partners, and others associated with our organization deserve to pursue their work free from any form of harassment, racism, or discrimination. To this extent, we have formed the Social Justice Taskforce, an internal cross-section of volunteer staff who are committed to building its diversity, equity, and inclusion (DEI) strategy and leading the organization in achieving its DEI goals, including in its hiring and employee engagement practices. Amazon Conservation is an Equal Opportunity Employer (EOE).



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## **APPLICATION GUIDELINES**

Please submit your cover letter, resume, and a list of three references via email to [applications@amazonconservation.org](mailto:applications@amazonconservation.org) with the subject line “Development Assistant.”

Applications without a cover letter will NOT be reviewed. Due to the high volume of applications, the organization will only reply to finalist candidates. No phone calls or LinkedIn messages please.

Candidates are reviewed on a rolling basis, but priority will be given to applications received by April 30, 2025. Position is open until filled and available to start immediately.