



Are you computer literate and detail-oriented with a customer service approach? Do you enjoy making a positive difference for our community? Then we need your help!

Development Associate

Summary: This is a part-time position with French & Pickering Creeks Conservation Trust for 1,000 hours annually. The successful candidate will naturally work with a high level of detail, accuracy, with the increasing ability to work proactively with increasing independence over time. The Development Associate will be expected to work up to an average of 20 hours per week with the flexibility to mutually agree upon working more or fewer hours as needed for work-life balance and to support full-time staff during times of peak need. The position provides primary support to the Director of Development with support to the Executive Director as needed. Additional administrative support and special event assistance will be necessary leading up to events and at their conclusion. The major work responsibilities are listed below and have a primary focus of donor stewardship through accurate, timely, and gracious thanking for gifts. This position is located at French & Pickering's office at 4030 S. Whitehorse Rd, Devault, PA and will be eligible for hybrid work consideration based on job performance and work product needs at the sole discretion of the Development Director.

Essential Duties and Responsibilities

- Mail management - Process mail received, categorize and scan donations and associated documentation, and accurately enter corresponding information in the cash receipts log for colleagues and organization records in a timely manner.
- Data entry – Enter donor and gift information in DonorPerfect, our CRM donor management software, accurately and promptly upon receipt. Regularly update records and assure consistency and accuracy in information format. Record email addresses and other contact information for *Creek Speak*, and news, events, and program emails. Written procedures, training, guidance, and supervision will be provided.
- Maintain status, contact list, and keep reports updated for corporate sponsorships throughout the year to keep staff, the board, and various committees informed in a timely manner.
- Thank you letter production – Generate, merge, customize, and print donation acknowledgement letters for signature, before recording and mailing them.
- In-house appeal mailings – Work with Director of Development to merge and print appeal and solicitation mailings for Annual Giving, Membership, Corporate Sponsorship, and Bequests plus invitations for Annual Auction and Donor Parties. Manage stuffing and mailing.
- Appeal and invitation lists – Review and edit lists for consistent name and address formatting and accurate giving information in preparation for large mail house mailings and smaller in-office appeal mailings.
- Reports generation - Learn DonorPerfect software for running reports and analysis as requested by the Director of Development. This includes reviewing, sorting, and editing data for use with donor, sponsor, and member mailings, public outreach materials, and public-facing reports.
- Accompany Director of Development to meetings with current and prospective supporters as requested.
- Special event support – Assist with preparing for special events to support other staff. One specific events support responsibility is to regularly update our Corporate Sponsorship Tracker to assure that commitments and contact information are current.
- Grant application assistance – Gather information and help draft grant applications.
- Other general office duties as assigned.

Requirements

- Strong computer and database skills with significant attention to detail.
- Professional appearance and courteous and friendly manner with staff and French & Pickering constituents.
- Must respect and maintain confidentiality of the personal information of donors, members, sponsors, event and program participants, partners, and volunteers.
- Dependable and punctual.
- Self-directed and willing to take initiative.
- Working knowledge of Word, Excel, and mail merge processes or willingness to learn.
- Experience with DonorPerfect, or similar donor management software, preferred, but not required.
- Experience with Development work in a nonprofit is helpful, but not required.

Training & Supervision

Complete office orientation which includes training on the following:

- Mail processing, including Cash Receipts log entry and document scanning
- Database (DonorPerfect) tutorials and in-person training
- Acknowledgement letter creation, recording, and filing system
- Gift designations and coding

Time Commitment: Building to an average of 20 hours/week with a minimum of three consecutive hours a week in either the morning (9am-12pm) or afternoon (12-3pm) Monday through Friday. For 2026, there is a maximum of 1,000 hours annually with weekly hours based on the employee's availability, skills and proficiency, the needs of French & Pickering, and staff availability to train and supervise.

Potential for Professional Growth

As you become more aware of our work process and needs and we learn more about your skills and interests, there may be opportunities for mutually beneficial professional growth and development, unforeseen tasks that make the best use of your time, or unique assignments you may be willing and able to help with. Increasing responsibility and time commitment is intended based on work time demands and revenue generation.

Compensation:

- Compensation for highly qualified applicants for this position is \$30.00/hour.
- Time off is not paid but will be approved within reason and flexibly scheduled in collaboration with the Director of Development.
- This is a great opportunity to develop and apply your skills with an outstanding team working to protect northern Chester County's natural areas and wildlife while engaging the communities we serve.

To Apply: Please submit a resume or summary of qualifications, and a letter of interest to Mary Beth Jackson, Director of Development at: mbjackson@frenchandpickering.org

***Thank you for considering being a part of our team.
We can't do it without you!***