



Job Title: Development Assistant

Reports to: Development and Communications Director

Direct Reports: None

Classification: Part-time, 20-25 hours per week

About Belwin Conservancy:

Belwin Conservancy is a nonprofit organization with a mission of inspiring connection and engagement with the natural world. At Belwin, we spark passion for wild places. Through immersive community programs and environmental education, we inspire and engage people in the care of natural areas. Through land protection and habitat restoration, we revive threatened ecosystems so wildlife can thrive for generations to come. Located in Afton, MN, on the ancestral home of the Wahpekute Dakota people, Belwin's 1,500 acres of permanently protected land includes woodland, prairie, oak savanna, ponds, streams, and wetlands.

Candidate Profile:

A strong candidate for the Development Assistant position is organized, self-checking, and detail oriented. The candidate should have some administrative experience and experience with donor relations is a plus. The ideal Development Assistant will be a team player with a positive attitude and commitment to Belwin's values of environmental stewardship, inclusion, collaboration, and innovation.

Position Summary:

The Development Assistant is a vital position that supports Belwin's fundraising efforts as we begin a capital campaign. This position will work closely with the Executive Director and the Development and Communications Director to complete fundraising tasks that support our annual fundraising goals, donor stewardship, and our capital campaign. This position is based in our office in Afton, MN and is required to complete most work on-site.

Responsibilities:

- Provide support for individual, corporate, and foundation fundraising strategies
- Produce donor acknowledgements letters and emails
- Manage donor mailings, including mail merges, printing, stuffing, coordinating with vendors, and follow-up
- Track and update donations, pledges, and other donor information in our donor database (Salesforce)
- Run and format periodic donor reports for board meetings and campaign meetings
- Troubleshoot obstacles related to giving platforms, donor database, and other online platforms
- Track capital campaign metrics (donations, pledges, expenses, etc.)
- Prepare stewardship materials to assist the Executive Director and the Development and Communications Director
- Attend and provide support for meetings and events
- Schedule and prepare materials for campaign leadership meetings
- Implement and maintain effective electronic and paper file organization for donor files
- Manage volunteers on select fundraising tasks
- Participate in organizational work around diversity, equity, and inclusion

Qualifications of the ideal candidate:

- A minimum of two years administrative and/or donor relations experience
- Ability to manage multiple duties and priorities
- Outstanding attention to detail and accuracy
- Excellent organization skills
- Ability to work independently and collaboratively
- Experience with MS Word and MS Excel
- Ability to learn new technology applications
- Commitment to an inclusive workplace culture

Let us know if you also have:

- Associate or bachelor's degree in a related field
- Experience working at a nonprofit
- Interest in conservation or other environmental fields
- Experience with Salesforce or other CRMs
- Experience in prospect research
- Experience with google drive, google docs, and google sheets

We offer:

- Starting hourly pay of \$17-\$20/hour
- Professional development opportunities
- Flexible working hours (majority of hours must fall within 7am-5pm Mon-Fri; occasional weekends and evenings required for event support)

To apply:

Please send your cover letter, resume, and three references to Angie Eckel, angie.eckel@belwin.org.

Applications received by July 21st will be given first consideration. Position will be open until filled.

Belwin Conservancy celebrates diversity. The Belwin Conservancy board and staff are engaged in ongoing work to create a more inclusive and equitable culture and environment for our board, staff, volunteers and visitors. We partner with those who share these values with the knowledge that our lives are richer and our impact is greater when we honor and welcome diverse voices, belief systems, and ways of knowing.

Belwin is proud to be an equal opportunity workplace. We make an effort to invite and attract a variety of people and to create an inclusive workplace culture. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.