

JOB DESCRIPTION – PART TIME TEMPORARY DEVELOPMENT/VOLUNTEER ASSISTANT

The Development/Volunteer Assistant works with the Development Director, Development Associate, Festival Volunteer Coordinator and other staff members to carry out fund development and membership support activities, and festival volunteer and events support activities. The Development/Volunteer Assistant reports to the Development Director. The Development Department is responsible for membership, direct mail, foundation and corporation relations and major donor cultivation, festival volunteers & events. The department also assists with other outreach activities.

The ideal candidate will have great care and concern for the environment and be able to confidently share this philosophy when interacting with members, volunteers and the general public. This candidate will also be outgoing and have the confidence to interact with a variety of people positively, comfortably and enthusiastically. The position is based at Clearwater's main office at 724 Wolcott Ave (Rt. 9D), Beacon, NY 12508

Responsibilities:

- Work with the Development Department
- Assist the Development Associate in processing the daily development mail, and producing and mailing donor acknowledgement letters
- Assist the Festival Volunteer Coordinator in processing applications, data input, festival committee work for entire festival weekend (June 15 & 16) and post-festival office work
- Assist with the production, mailings and acknowledgements, membership renewals, information packages, and other special mailings
- Help to maintain department files and records, expense records for supplies, events and other purchases
- Assist with implementation of development events

Skills needed:

- A creative, energetic team player with a good sense of humor; must be detail-oriented and able to meet deadlines, and have the ability to multi-task cheerfully in a high paced environment
- Non-profit experience and interest in environmental issues preferred
- Experience with Windows operating system and MS Office, particularly Excel, Access, and Word
- Confident in use of the phone and polite phone etiquette
- Strong written communications abilities
- Flexibility to work some evenings and weekends for events
- Basic understanding of not-for-profit Database. Currently using Salesforce, Convio Common Ground.

This position is a 20-hour Part-time temporary position without benefits from January 7th, 2013 through July 1st, 2013. Salary commensurate with experience.

For further information, please contact Heidi Kitlas at heidi@clearwater.org. Interested candidates should submit a resume and cover letter, via email (please put "Development/Volunteer Assistant" in subject line), fax, or standard mail, describing any relevant employment, academic, or volunteer experience and why you are interested in this position.

Clearwater

Attn: Heidi Kitlas

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