



Development Associate Job Listing

Silent Spring Institute is a mission-driven, non-profit, scientific research organization dedicated to uncovering the environmental causes of breast cancer. Based in Newton, Massachusetts, our independent research is empowering a revolution in environmental health to prevent cancers by reducing people's exposure to harmful chemicals where they live, work, and play.

We are seeking an enthusiastic, organized, and collaborative Development Associate to support all aspects of the development department. Reporting to the Director of Development, the Development Associate will be an instrumental part of a small, hard-working and collegial team with exposure to all aspects of the organization's work.

This position involves assisting with event management, seasonal appeals, and general fundraising efforts to support Silent Spring's mission. The Development Associate will be comfortable wearing many hats – from database administration to major gala planning, to being the first point of contact for some donors, to managing catering arrangements for meetings. If you have development and annual giving experience, are a problem solver with great customer-service skills, and have a passion for our mission, we want to meet you!

Essential Duties and Responsibilities

- **Special Events**
 - Provide event management for 3-4 small special events and one large gala each year
 - Coordinate event committee meetings.
 - Seek corporate sponsorships.
 - Manage mail lists and registrations.
 - Coordinate logistics, auction and other activities for large event.
 - Create and oversee the master to do list for events.
 - Contribute proactive and creative thinking to make each event better than the last.

- **Little Green Light donor database administration**
 - Prior experience with LGL preferred, but must be able to learn software readily.
 - With the organization's Administrative Assistant, manage the donor database including: updating records, processing gifts, keeping contact records, overseeing correct coding of gifts, timely mailing of thank you letters, welcome packets and IRS documentation.
 - Establish monthly and quarterly donor reports to support Director of Development, Executive Director and Board members in fundraising efforts.
 - Reconcile donor database with finance department records.
 - Provide thoughtful data-based analysis on donor retention, trends and other items to help with fundraising strategies.

- Appeals
 - Manage distribution of two fundraising appeals per year and other mailings as needed.
 - Work with consultants and staff to establish a smooth work plan and timeline, including working with the printers and mail house, segmenting donors, creating mail lists and ask levels, making follow-up phone calls, and tracking all gifts and thank you letters.
 - Drive efforts to increase annual giving by accessing new and creative channels.

- Administrative Duties
 - As a part of a small organizational administrative team, there will be miscellaneous duties assigned as needed to support the Leadership Team.
 - Occasional weekend and evening hours will be required.

Qualifications and skills:

- College degree plus at least 3-5 years of development experience at a nonprofit organization (will consider other experience with a great explanation).
- Experience working on a busy development team.
- Knowledge and experience in a range of fundraising techniques, particularly annual appeals, donor communications, and utilizing events to reach, cultivate and steward donors.
- Strong time-management skills, with an ability to manage many projects at one time.
- Ability to work independently and as part of a team, with flexibility, self-confidence and a sense of humor.
- Positive attitude, concern for people and community, self-confidence, common sense and good listening ability.

Salary and Benefits:

- This position is full-time, onsite in Newton, Massachusetts, near major highways and public transit.
- Salary range is \$55,000 - \$65,000 commensurate with experience.
- Generous benefits including health and dental insurance plans, four weeks of vacation, two personal days and 11 holidays each year.
- Free on-site parking and public transportation discounts.
- Work with a collegial and inspiring team that values and respects your contributions to our success!

To apply:

- Please send cover letter, resume and writing sample to careers@silentspring.org with "Development Associate" in the subject line
- Three recent professional references will be required upon request.