Development Assistant Job Description

The Development Assistant reports to the Vice President of Institutional Advancement and helps achieve our annual fundraising goals. This position carries out the administrative operations of Boston Harbor Now’s fundraising department. The ideal candidate will be highly organized, technologically savvy, an excellent communicator (verbal and written), adept problem solver, and team player with a passion for Boston Harbor. This is an exciting position in a growing and dynamic organization and an opportunity to work across all areas of fundraising.

This full-time position with benefits is currently working remotely and usually based in downtown Boston. They will be required to travel occasionally within the Boston Metro area and to the Boston Harbor Islands. The Development Assistant may occasionally be required to shift their weekly schedule to work weekends or evenings.

Roles and Responsibilities

- Produce timely donor acknowledgements
- Accurately input donations in Salesforce database, including appropriately recording the donor information, source of the gift, relevant gift details, and digital scans of documents
- Maintain a high level of data quality, including identifying potential duplicate records and updating contact information on an ongoing basis
- Assist the Vice President of Institutional Advancement in scheduling meetings, and assist with expenses and invoicing
- Correspond with donors and potential donors while representing the organization in a professional manner
- Carry out daily mail operations including retrieving mail from the offsite PO Box
- Maintain supplies of office materials like stationery and postage stamps
- Assist with fundraising events by preparing letters, name badges, and event materials and assisting with registration
- Assist in creation, presentation, and follow-up of development presentations and other fundraising communications
- Assist with planning and logistics for special events working with the Programming team.
- Assume responsibility for special projects, as needed.
- Formatting and design in Microsoft products, Canva, and MailChimp
- Develop and coordinate volunteer and BHN staffing strategies for events
- Collaborate and strategize with programming team on community and access events
● Develop sponsorship recognition at programs, and collaborate with the Communications team on implementation
● Collaborate with programming and earned income team on developing fee based programs
● Develop program follow up messaging and communication to cultivate new prospects and donors
● Other duties as assigned

Qualifications and Experience
● Training and professional experience in Salesforce Nonprofit Success Pack preferred
● Proficiency in Google Suite, including Gmail, Docs, Sheets, Drive, and Calendar, to manage appointments, document sharing, and digital collaboration
● Proficiency in advanced Microsoft Excel skills preferred including vlookup function, filters, and formulas
● Ability to maintain high level of donor confidentiality
● Demonstrated skills in organization and communication in an office setting and responding to donor or customer communications
● Problem solving skills and ability to present possible solutions to supervisor
● Prior fundraising experience in a job, internship, or volunteer role a plus
● Bachelor's or Associate's degree preferred but not required. Other credentials, traditional and nontraditional, and experience considered and appreciated.

The ideal candidate:
● Is Highly organized and is able to prioritize multiple tasks and establish and meet deadlines
● Continually builds technical and professional knowledge associated with job objectives
● Is a proactive problem solver
● Pays attention to detail
● Works well with people inside and outside the organization
● Believes in the mission of Boston Harbor Now

About Boston Harbor Now
Boston Harbor Now works at the intersection of people and nature to advocate for open space, public infrastructure, and private sector development that will enhance public access to the Harbor and protect the City from the impacts of climate change. We seek to activate the Harbor, reconnect it with Boston’s neighborhoods, and protect water-dependent uses. And we build and broaden the constituency for the Harbor by engaging people through diverse programs -- getting them down to the waterfront and out to the Harbor Islands.

How to Apply
Please email a cover letter and résumé as a single pdf attachment to employment@bostonharbornow.org and include “Development Assistant_Last Name” in the email subject line. Letters may be addressed to Jodi Wolin, Vice President Institutional Advancement. No phone calls please.