



DONOR SERVICES & EXECUTIVE ASSISTANT

Full Time

Salary Range: \$18 to \$23 hourly

JOB DESCRIPTION

About Us: Wilderness Youth Project (WYP), founded in 1999, nurtures smarter, healthier and happier children who feel a sustained connection to nature and are peaceful, self-aware community members. WYP connects kids to nature in small groups guided by expert mentors during the school day, after school and in summer. We know that all children need nature: not just the ones whose families have privilege and easy access to nature and not only those of a certain race or economic class or culture or gender or sexual identity or language or set of abilities.

About this job: Most of WYP's revenue comes from donations from individuals, families and foundations. This administrative role ensures the smooth operations of our donor database and communications and supports the Executive Director and Development Director in focusing on donors.

Primary Duties

- Manage our Salesforce donor database
- Express WYP's core value of gratitude supporting donor appreciation
- Participate vigorously in our learning culture
- Support personalized and direct mail
- Event support
- Act as Executive Assistant to the Executive Director including logistics, coordination and general administrative support

Desired Qualifications or Experience

- Bilingual English and Spanish, (speaking/writing)
- Committed to personal and professional growth
- Team focus
- Love of learning
- Salesforce Administration
- Basic graphics editing, experience with Adobe Creative Suite/ Canva / or similar

MINIMUM QUALIFICATIONS

- Passion for justice, equity, diversity, inclusion, education and nature
- Experience in nonprofit or business administration
- Extremely high written and verbal communication skills
- Mastery of computer systems including databases, Google Drive, Sheets, and other apps
- Superior email and telephone skills

BENEFITS

Compensation determined depending on experience. WYP offers a benefits package for our full time employees:

- Paid vacation and sick time
- \$400 a month stipend
- Free WYP programs for staff children
- Generous staff training opportunities
- 403b retirement plan
- A commitment to work-life balance and fun, self-driven working environment

HOW TO APPLY:

Applicants should first carefully review the minimum and desired qualifications and the Wilderness Youth Project website. After that, please submit the following: 1) Cover letter that addresses the alignment of your experience and interests with the position as outlined above and the Wilderness Youth Project mission, 2) Resume, 3) a list of 3-5 references. Submit applications via e-mail in the pdf file format to Michelle Howard at DSjob@wyp.org. Initial correspondence via e-mail is preferred. We will begin reviewing applications in February and will continue reviewing applications until the position is filled. We will inform you of timelines and next steps within 2 weeks of receiving your application.

WYP is committed to granting [equal employment opportunity](#) to all qualified persons. Affirmative action considerations will be used in the selection process.