

**Job Title: Development Assistant (FT, Non-Exempt)**

**Department:** Development

**Exemption:** Non-Exempt

**Reports to:** Chief Development Officer

**Compensation:** \$45,000/year

**To apply:** [LivingDesert.org/about-us/careers/](http://LivingDesert.org/about-us/careers/)

**Position Summary:**

The Development Assistant for The Living Desert Zoo and Gardens handles a variety of tasks related to institutional and individual giving such as administrative support for gift processing, researching ways to identify and qualify prospects, assist with event activities, help with managing donor lists and preparing materials such as invitations, solicitations, marketing materials, and proposals.

**Key Responsibilities:**

- Maintains and respects confidentiality of donor relationships and information while recognizing the Donor Bill of Rights
- Assists with various data entry and other database tasks, with the Gift Processor, as needed and depending on work volume/time of year
- Updates donor database(s) with address changes, name changes, deceased status
- Assists with general office functions as needed, including mailings, filing, sorting, photocopying, and faxing
- Provides administrative support including calendaring, scheduling, setting up meetings, writing, sending emails, letters, etc. for Development Team
- Orders admission passes, giraffe feeding tickets and carousel tickets when requested by team
- Pulls mailing lists as asked, including segmenting of constituents to support targeted marketing mailings and eblasts
- Fields phone calls, emails, and greet walk-in visitors when the team is busy or in meetings
- Responds to donor queries that come in via email or phone
- Prepares, stocks, and distributes cultivation materials/packages
- Manages reservations of onsite tour vehicles and schedules tours and lunches; and other activities as needed.
- Assists with development events and provides administrative support as needed including, but not limited to, the RSVP process, check in sheets, and name badges
- Supports the Development Department by utilizing research skills to identify prospective donors
- Contributes to desert conservation through reduction of waste, water and energy use, and inspiring guests and team members to take conservation actions

This class specification should not be interpreted as all inclusive. It is intended to show the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification.



**Qualifications:**

- Ability to understand and analyze reports, gather, and analyze data and compile information for written reports
- Exceptional interpersonal skills with the talent and the personality to work collaboratively with colleagues, volunteers, and donors
- Perform duties with a high degree of independence, integrity, and ethical standards
- Strong verbal and written communication skills, including the ability to compose, edit, and proof correspondence and required documents to communicate clearly and persuasively
- Strong computer skills required, including hardware and software, especially in database management programs, Excel, and Word, Outlook, and CRM fundraising software (prospecting, research, wealth screening)
- Manage multiple tasks and projects, think strategically, and work effectively and efficiently in a fast-paced environment
- Strong organizational skills, keen attention to detail and the ability to prioritize and manage projects independently
- Commitment to the mission of The Living Desert – desert conservation through preservation, education, and appreciation

**Specific Skills Required:**

Prior background should include proven ability to work with others in a fast-paced environment; must be an excellent communicator, both verbally and in writing; proven ability to deal appropriately with individuals from a wide range of backgrounds and experiences; well-versed in the basics of fund development.

Bachelor's degree preferred or four years related administrative experience; fundraising experience a plus. Will substitute applicable experience for part or all the education requirements.

Must provide proof of vaccination from COVID-19 including booster if eligible.

**Working Conditions:**

**PHYSICAL EFFORT:** Occasional standing, walking, bending, twisting, climbing, crawling, kneeling, reaching motions.

**DISCOMFORT/RISKS:** Occasional exposure to extreme heat, chemicals, and dust/airborne materials.

**HOLIDAY/EVENING WORK:** Occasional evening, weekend, and holiday work including department events, WildLights, Howl-o-ween, and Glow at the Park.

**TRAVEL:** Some travel may be necessary to attend local events within the Coachella Valley, as well as occasionally outside of the Coachella Valley. e.g., to assist with cultivation receptions.

**OTHER:** Must hold a valid California driver's license and be insurable on The Living Desert's automobile policy.