

DEVELOPMENT ASSOCIATE JOB DESCRIPTION
THE FOUNDATION FOR GEUGA PARKS
April 2020

The Foundation for Geauga Parks (the “Foundation”) is a grass roots, independent, non-profit organization founded in 1990. Our philanthropic mission is to raise money to fund community engagement with nature and parks through education, preservation, conservation, and appreciation of the unique natural character of Geauga County. We help preserve and conserve green spaces and enhance parks for passive recreation and enjoyment. We help educate youth to care for and appreciate the environment. We are the Foundation for *all parks* in Geauga County.

Summary Position Description

The part-time (20 to 25 hours per week) Development Associate works in collaboration with the Interim Executive Director and provides administrative support for the organization's day to day operations. This may include, but is not limited to; data management, bookkeeping, donor relations, gift processing, budgeting, event planning, grant/proposal writing, public relations, and social media. Particular emphasis is placed on a candidate with strengths in bookkeeping and database management.

The position reports to Interim Executive Director and collaborates closely with the Foundation’s leadership team, Board of Trustees (the “Board”), and committees.

Responsibilities and Duties

The Development Associate collaborates with the Interim Executive Director and Board of Trustees in all aspects of Foundation development and operations, with particular emphasis on bookkeeping, data management and office management.

- Supports day-to-day office functions, working collaboratively with Executive Director and Board
- Manages bookkeeping procedures using QuickBooks Online that supports the Foundation’s financial reporting and compliance obligations
- Maintains and updates fundraising and donor data using the CRM management tool, Bloomerang
- Manages the Foundation’s calendar, including all meetings, events, and outreach efforts
- Works with Interim Executive Director and Board to ensure the Foundation is operating legally, ethically and efficiently
- Works collaboratively to implement fundraising goals and initiatives
- Identifies and builds relationships with potential donors: Major donors, individuals, corporate sponsors, grant-making organizations, and foundations
- Tracks progress of proposals, requests for proposals, grants, fundraising, and program management as appropriate
- Assists with event planning
- Assists with communications, marketing, email communications and social media management.
- Assists with grant research and proposal writing
- Assists with community outreach and public speaking
- Performs duties and responsibilities directed by the Board
- Takes initiative and performs support tasks that enable the Board and Interim Executive Director’s community outreach efforts and documents the progress of these effort

Qualifications

- Bachelor's degree or equivalent experience
- Experience creating and using CRM databases
- Experience successfully managing budgets and projects; bookkeeping and experience using accounting software, specifically QuickBooks Online
- Possess a professional presence at all times, adapting effectively to one's audience
- Proven effective communication (verbal and written) skills
- Proficient in use of MS Office
- Meeting and/or event planning
- Experience working for or with non-profits a plus
- Knowledge of NE Ohio park and conservancy efforts preferred
- Residence in or connection to Geauga County or NE Ohio strongly preferred

Required Attributes

- Possesses a visible passion for the Foundation's mission and nature
- Brings creative ideas and "fresh eyes" to the Foundation and its development efforts
- Demonstrates highly ethical standards, proven integrity
- Demonstrates strong analytical abilities
- Comfortable in the public eye and sensitive to cultivating strong stakeholder relationships
- Displays optimism and sensitivity to the needs of the Foundation's stakeholders
- Motivated and able to collaborate and work with other groups and organizations that either share or overlap with the mission of the Foundation to gain support for our work
- Interest in environmental or park-related initiatives
- Works independently while demonstrating the ability to work effectively as part of a team
- Willing to work some nights and weekends

Compensation

- Salary commensurate with experience and fit
- Expenses including mileage, entertainment, cell phone
- Paid time-off
- Flexible work hours depending on Foundation event calendar

Interested candidates should send a cover letter, resume, and list of references to linda@orgsuccess.com. No phone calls please. The Foundation for Geauga Parks is an Equal Opportunity Employer.

APPLICATION DEADLINE: April 30, 2021