



Development Assistant

The **Chesapeake Bay Trust (the Trust)** seeks a Development Assistant to play a critical role in accomplishing the Trust's evolving development and fundraising goals.

About the Trust

Established in 1985, the Chesapeake Bay Trust is a nonprofit organization that leverages grantmaking as a method to promote community-based participation in the restoration and protection of the natural resources of Maryland and the Chesapeake Bay region. In the past fifteen years, the Trust has doubled its grant-making five times through new revenue from a wide range of partners, with current annual grant-making of approximately \$25 million. The Trust currently allocates these grant funds through 350-400 awards per year to entities who apply through open, competitive calls for proposals as well as programs such as the Chesapeake Conservation and Climate Corps.

Position Background:

The Development Assistant plays a key role on a 33-person staff and provides support for a variety of the Trust's development operations and fundraising initiatives. The person in the position reports to the Vice President for Development and works closely with Communications and Marketing staff. Given plans for additional growth within the Trust's development objectives, this position has growth opportunities, and the person in the role has potential for advancement.

This full-time salary position (40 hours per week) requires at least 50% in-person/on-site work (the rest can be remote), some additional travel (mostly but not exclusively within Maryland), and some evening and weekend hours. The Chesapeake Bay Trust office is located in Annapolis, Maryland.

Primary Responsibilities:

This position supports key components of donor cultivation, solicitation, and stewardship in a small, yet growing development shop. Responsibilities include:

- 1) Support donor cultivation and stewardship by writing, editing, and/or contributing to donor communications and correspondence, including direct mail and electronic solicitations, acknowledgements, impact reports, monthly newsletters, and more.
- 2) Manage the donor database (Raiser's Edge) for opportunities, donors, and gifts. Maintain its accuracy and integrity. Leverage the database for analysis and to generate queries and reports for donor engagement.

- 3) Support development priorities in major giving and donor retention. Remain current on industry best practices and trends; make recommendations on strategies to improve retention metrics; and execute new activities as assigned.
- 4) Support Development, Marketing, and Communications staff in the execution of large and small-scale events, notably the annual Treasure the Chesapeake Celebration (May 2, 2024) and the quarterly speaker series.
- 5) Own the annual Silent Auction affiliated with the Treasure the Chesapeake Celebration (May 2, 2024). Solicit donations, promote and market the auction electronically and onsite, and coordinate with auction winners.
- 6) Advance the goals of the Trust with other high-level administrative tasks, including but not limited to managing departmental calendars and scheduling meetings with prospective funders and donors on behalf of the Trust's President and Vice President for Development.
- 7) Maintain internal relationships with the Trust's Marketing, Programs, and Finance & Administration Departments and assist in certain cross-departmental projects, as needed.

Qualifications:

Required

- Proficiency in the Microsoft Office suite of programs.
- Personal vehicle and valid driver's license required to facilitate site visit travel.

Preferred

- At least one year of experience in nonprofit development.
- Proficiency in development database management, particularly Raiser's Edge.
- Experience with donor gift entry and producing acknowledgements.
- Experience in one or more of the following development activities: special events, auctions, annual giving, capital campaigns, prospect research, development operations, or other donor-facing opportunities.
- Demonstrated track record of owning independent projects, defined as projects with clear quantifiable outputs with little to no daily supervision (e.g. producing written deliverables, managing a special event, securing donations on behalf of an initiative).

Ideal Personal Profile:

The ideal candidate for this position is a person:

- of high integrity, energy, and enthusiasm who is self-directed, motivated, and resourceful.
- with a strong ability to build relationships and demonstrate tact, diplomacy, and initiative when working with others.

- who displays discretion and sound judgment when dealing with confidential and sensitive material and who maintains standards of professional competence and adherence to a professional code of conduct.
- has strong writing, organizational, and time management skills.
- with excellent attention to detail, the right candidate must be exceptionally thorough and detail-orientated with the ability to analyze data, research information, problem-solve and coordinate projects.
- committed to the Trust's growth, sustainability, and organizational goals (please refer to the Trust's strategic plan at www.cbtrust.org).

Salary:

The range for this position is \$45,000 - \$50,000, commensurate with experience. A successful candidate meeting only the minimum requirements listed above will be offered a starting salary at the lower end of this range. A successful candidate will be considered at a higher starting salary level based on the number of preferred qualifications met from the list identified above.

The Trust also offers potential for merit-based bonuses, an excellent benefits package, professional development opportunities, and opportunities for advancement.

Application Instructions and Deadline:

The position will remain open until filled. Please submit your resume and cover letter. In your cover letter, please address your ability, based on your skills and experience, to accomplish the specific duties of the position as outlined above. Your cover letter is the most important piece of your application: In your cover letter, please address your ability to accomplish the duties of the position as listed above. Please do not simply list your previous experience. **Your cover letter should describe what makes you a strong match specifically for this position, and why this position is a match for you.**

The Chesapeake Bay Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, or disability in accordance with applicable federal, state and local laws. We encourage applications from people of color. Applicants must be currently authorized to work in the United States on a full-time basis. The Trust does not participate in programs that require sponsorship for work visas.