



## **Career Opportunity**

### **Development Administrative Assistant (part-time, non-exempt)**

The Anacostia Watershed Society is seeking a part-time Development Administrative Assistant to support our Development team. This person will be essential to ensuring the completion of critical development administration, including gift and grant data entry, donor acknowledgements, and donor database management.

The Anacostia Watershed Society receives funding from a variety of donors, and accurate data management of grant agreements, donations, and donation records is a critical part of our donor management strategy. Timely and accurate acknowledgement of donor gifts are essential to maintaining healthy donor relationships, and to growing our funding. Accurate record keeping is equally critical for the organization's operational and financial management, including our ability to pass our financial audits and maintain our top charity ratings.

This non-exempt position will work 20 hours a week and report to the Director of Development and Communications. Day-to-day roles will vary across weeks depending on workload and priorities. This is a part-time position, with potential in future years to evolve into a full-time position pending budget availability.

### **About the Anacostia Watershed Society**

This position is a great opportunity to help further develop and grow one of the most effective grassroots, community-based non-profit organizations in the Washington, D.C. metro area. Since our founding in 1989, the Anacostia Watershed Society has worked to protect and restore the Anacostia River and its watershed for all who live here and for future generations. Over the past 35 years, AWS has grown from a small group of concerned individuals into an award-winning, \$3 million+ non-profit with a staff of 20 that is deeply involved in a cause that affects many different Washington, D.C. area communities within the 176 square-mile watershed.

This is an especially exciting time to join the Anacostia Watershed Society's team of professionals as we embark on a new and ambitious strategic plan and prepare for the opening of our state-of-the-art environmental education center at Washington, D.C.'s 11<sup>th</sup> Street Bridge Park in 2026. The Anacostia Watershed Center will be an enriching resource for the diverse communities who live along both sides of the Anacostia River and will house our award-winning education programs for youth and adults of all ages in the District of Columbia, and Prince George's and Montgomery counties in Maryland.

The Anacostia Watershed Society's mission is to conserve and restore the Anacostia Watershed for all who live here and for future generations. Pursuing this broad mission, the Society takes on issues of natural resources conservation and management, environmental protection, sustainability, community health and welfare, and environmental justice. We collaborate with diverse stakeholders to advocate at all levels of government for policies that promote greater watershed protection and restoration investments. Our field programs work to restore habitat and wildlife, and to connect local communities to the watershed through volunteer activities, boat tours, and canoe and kayak adventures. Our education programs work with schools, students, and adults throughout Washington, D.C. and Montgomery and Prince George's counties, engaging them in the classroom and on the river and its banks, providing hands-on experiences that contribute to current restoration projects and prepare the next generation of environmental stewards. In addition, the Anacostia Watershed Society serves as the voice for the river, educating, alerting, cajoling, and, when necessary, challenging government officials, business interests, thought leaders, and the public to go to greater lengths to protect the ecological health of the watershed, improve water quality, and mitigate the negative effects of habitat loss, pollution stormwater, and climate change.

## **Key Accountabilities**

### **1. Gift administration:**

- a. Logging all donations received in our organizational ledger
- b. Entering donor information into our Constituent Relationship Management (CRM) system
- c. Preparing and sending donor acknowledgement letters
- d. Preparing and reconciling donation and grant invoices
- e. Managing gift documentation

### **2. Grant administration:**

- a. Entering all grant information into our CRM system
- b. Collating grant financial information from different sources into shared spreadsheets for easy reporting and tracking
- c. Managing grant files
- d. Preparing and reconciling invoices for grant payments

### **3. Prospect and pipeline tracking:**

- a. As time allows, support in prospect research for potential new organizational funders
- b. Support entry and maintenance of prospect data in our CRM system

4. Other responsibilities related to gift, grant and proposal management may be assigned within the 20 hour/week time period.

## **Key Requirements**

- Commitment and/or passion for environmental sustainability and environmental justice is strongly preferred;
- Keen eye for detail, as this is a role that requires careful transcription of information into our systems.
- Comfort with CRM systems, spreadsheets (Microsoft excel and google sheets), and database entry and management. Previous experience with CRM (e.g. Salesforce, Salsa, EveryAction) will be highly valuable, but training will be provided.
- Proven ability to prioritize even during periods of peak activity and meet deadlines in a timely manner.
- Ability to work with and provide excellent customer service internally.
- Self-motivation, innovation, resourcefulness, and a collaborative team player.
- Willingness to learn new tasks quickly and take on variety of administrative assignments as time allows.

## **Required Qualifications and Experiences**

- High school diploma and/or equivalent experience.
- Demonstrated experience in data entry and/or database management.
- Experience in non-profit gift administration and/or administrative financial management highly valuable.
- Experience in conducting research a plus.
- Demonstrated passion for Environmental Justice impact for underserved communities.
- Experience in project management a plus.
- Proficiency in Microsoft Office required.
- Valid driver's license and clean driving record.

**Salary and Benefits:** \$20.20-\$23.08/hour (\$21K-\$24K annualized) depending on level of experience. Plus flexible paid and sick leave plan for part-time employees, a generous 403b retirement plan with employer match, and technology stipend reimbursements.

**Interested applicants should email a cover letter and a résumé formally expressing interest to [askhr@anacostiaaws.org](mailto:askhr@anacostiaaws.org).**

**AWS encourages and embraces diversity. We seek qualified applicants that reflect the rich diversity of the communities we serve.**