

Development Administrative Assistant

Mission of Organization: Based in Doylestown, PA, and serving Bucks and surrounding counties, Heritage Conservancy is dedicated to the preservation and protection of significant open spaces, natural resources, and our historic heritage. To date, Heritage Conservancy has facilitated the preservation of over 15,500 acres of open space, farmland, wildlife habitat, and important watershed areas and designated more than 600 historic structures on its Register of Historic Places.

Heritage Conservancy seeks team members who represent the communities we serve, strives to foster an inclusive work environment, and is an Equal Employment Opportunity organization.

Position Summary: The Assistant will report to the Senior Development Associate and is primarily responsible for providing direct support to the Development Department. They will also assist other departments within the organization as needed and with general administrative and meeting coordination needs, which may include transcribing meeting minutes. The successful candidate will have demonstrated experience working in a nonprofit setting and excels in executing detailed tasks professionally, efficiently, and in a manner consistent with best practices.

This individual will be responsible for keeping donor and membership records up to date by implementing the membership renewal process, entering donations into the donor database, and producing acknowledgement letters and recognizing donor appropriately. They will ensure the integrity of the data and accuracy of all gifts by reconciling the database monthly with the Accounting Manager and will pull, edit and analyze reports as needed.

The Assistant will work cross-departmentally to implement the quarterly outreach process for landowners and will also assist in the registration process for organizational activities by sending reminder emails prior to the event, collecting responses, and sending thank you emails following events. Assistance will also be provided with meeting coordination and general office operations, such as photo copier trouble-shooting, personalized mailings, mail processing, filing and ordering of supplies. Other duties may be assigned to meet business needs.

Qualifications: The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Advanced MS Office skills.
- Donor database skills (preferred).
- Strong organizational and project management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Ability to work independently and as a highly resourceful team player under pressure and within deadlines.
- Ability to work with flexibility in a fast-paced environment while maintaining high work standards.
- Ability to develop rapport and engender trust.
- Exceptional interpersonal skills.
- Discreet with sensitive information.
- Comply with all Heritage Conservancy workplace safety rules and regulations that are in effect, including, but not limited to CDC guidelines related to mitigating the spread of COVID-19 including vaccination.

Education and Experience Requirements:

- Associate or Bachelor's degree
- 2+ years of applicable nonprofit administration experience

How to Apply: Interested applicants should send a cover letter and resume to Heritage Conservancy at joinourteam@heritageconservancy.org. No phone calls please.