Position Announcement

Development Assistant

Conservancy for Cuyahoga Valley National Park is a non-profit organization created to engage public support for Cuyahoga Valley National Park and provide services to enhance public use and enjoyment of the park. The Conservancy’s mission is to enrich lives and our communities by inspiring use, appreciation and support of Cuyahoga Valley National Park and ensure its preservation.

Join us! Be part of something special!

Conservancy for Cuyahoga Valley National Park has an immediate requirement to add an experienced professional to our development team. The successful candidate will help to support all areas of the Development Team; including, major gifts, annual fund, corporate, foundation and government relations. This individual will be responsible for maintaining an accurate database, data entry, and processing and recording all donations. If interested in being part of a professional, passionate, and highly motivated team you are encouraged to apply.

Position Description, Essential Duties (other duties as assigned):

Essential duties include:

- Supports all areas of Development Department operations, including major gifts, annual fund, corporate, foundation and government relations.
- Responsible for maintaining an accurate database, documenting and managing existing processes, performing data extractions, creating reports, and making recommendations to improve operational efficiency.
- Responsible for the quality and integrity of data, including constituent information, gift information and overall data entry.
- Responsible for the timely processing and recording of donations including cash, credit cards, online giving, recurring gifts, and matching gifts. Transmit payments and associated reports to Finance daily.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position’s job description.

Minimum Qualifications:

- Associates degree or equivalent required. Bachelor’s degree preferred.
- A minimum of two years of general office experience required, preferably in a nonprofit environment.
- Knowledge of Microsoft Word, Excel, and the ability to work in a Windows environment.
- Data entry experience required. Raiser’s Edge experience preferred.
- Ability to collect and manage data.
- Knowledge of administrative procedures and systems such as word processing, managing files and records, and other office procedures and terminology required.
- Ability to multitask, prioritize and pay strong attention to detail.
- All employees of the Conservancy are required to pass a background check prior to the start of employment.
- The individual must be able to perform the essential functions of the job satisfactorily as outlined in this job description. Where necessary for a qualified individual with a disability to perform the essential functions of the job, reasonable accommodations will be provided.
Status/Pay/Benefits: Full-Time, non-exempt, $13.95/Hour
Excellent benefits package including medical and dental coverage, a fully vested 403(b) retirement plan, and generous leave time.

To Apply: Send cover letter and resume to apply@forcvnp.org, with the subject line reading Development Assistant. Position closes: This is an immediate opening and posting closes when position is filled.

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.