



Connecting People with Nature since 1920

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Membership and Development Associate

The New York-New Jersey Trail Conference seeks a Membership and Development Associate to help advance its mission of connecting people with nature through the stewardship of hiking trails. Working at the organization's office in Mahwah and reporting to the Membership and Development Manager, the successful applicant will work closely and collaboratively with the Membership and Development Director and Manager, Development Committee and Board of Directors to implement a comprehensive fundraising program.

In addition to supporting the fundraising effort, the Membership and Development Associate will actively manage the database including data input, data pulls and execution of mailings. He/she will also assist with writing of promotional materials. This is an excellent opportunity for a technically minded individual with strong writing skills who aspires to build his/her career in the nonprofit sector.

Founded in 1920, the Trail Conference built the first section of the Appalachian Trail and continues to play a leading role in the maintenance of the AT and other trails in the region. The Trail Conference has approximately 10,000 individual and 100 organizational members who donate over 70,000 volunteer hours annually towards protecting, maintaining and promoting 2,125 miles of trails. The organization continues to expand each year to meet the opportunities and challenges of this century. Fundraising is an essential important part of the organization's continued growth strategy.

Responsibilities

- Work closely and collaboratively with the Membership and Development Manager, Development Committee and the Board of Directors to implement a comprehensive fundraising program.
- Coordinate other staff and volunteers in the following areas: gift acknowledgement, donor stewardship, pledge collection and effective use of member database.
- Assist with member-donor database including responsibility for data entry, pulls and exports using established database formulas.
- Assist with multiple cultivation mailings or activities annually for annual giving and major gifts.
- Complete writing assignments and research in a timely manner to support membership, donor and grant solicitation; participate in planning for bequests and planned giving.
- Other duties as assigned.

Qualifications

- Bachelor's Degree or higher with at least 1 year experience in a non-profit membership and development position.

- Proficiency and accuracy conducting internet research and working with fundraising database software and Microsoft Office software, including word processing, spreadsheet and e-mail.
- Thorough knowledge of and experience with various outreach techniques including direct mail, telephone, Internet and grant writing.
- Demonstrated budget management experience.
- Excellent written and oral communication skills; cheerful, confident disposition.
- A successful track record meeting deadlines for multiple projects on the same timeline.
- Demonstrated ability to conceptualize and implement effective cultivation and solicitation strategies, including the production of in-house postal and Internet mailings.
- Maturity, diplomacy and tact in working with donors, Board members and vendors.
- Ability to work in a small-office, team environment (particularly with volunteers), build consensus and problem solve.
- Flexible schedule with the ability to travel regionally and occasionally work evenings and weekends.

Application

To apply, please submit the following items via email attachments (start all attachment filenames with your last name) to watson@nynjtc.org. All application materials will be kept confidential.

1. A resume
2. Cover letter addressing why you are interested in this position and why you are the ideal candidate
3. Your salary requirements or history

The position is available until filled. Candidates who apply by April 10, 2015 will be given priority consideration. Candidate interviews will begin immediately and continue until an offer is made. No follow-ups and no calls please. Check <http://www.nynjtc.org/job-openings> to determine if the position is filled.