



Job Posting

Development Associate

About the Catskill Center

Founded in 1969, the Catskill Center is a 501(c)(3) non-profit that preserves and enriches the environmental, economic and cultural well-being of the Catskill region. We believe that the vitality and prosperity of the Catskills depend on robust collaboration, thriving local communities and the wise stewardship of our natural resources. For more information, visit www.catskillcenter.org.

Position Description

We are seeking an organized, positive, and detail-oriented Development Associate to provide critical administrative support for the Development team, which is responsible for generating funding to help the Catskill Center achieve its mission.

The Development Associate supports member cultivation efforts and general communications by timely processing and acknowledging donations, accurately entering data, and engaging with our members online, by mail, and at events.

This is a full-time, office position based in Arkville, NY with up to 3 days remote work possible. Limited travel throughout the Catskills region will be required. The Development Associate reports to the Development Director. This position does not have supervisory responsibilities.

Job Responsibilities

- Manage the appeals process, which includes mailing letters, donation and donor information entry into database;
- Work closely with Bookkeeper and Accounting Manager to ensure all donations are recorded promptly and accurately;
- Regularly update donor information to assure database accuracy;
- Manage donor recognition, which includes sending donor gifts and acknowledgement letters, business membership benefits, and other recognition projects;
- Assist Communications Manager with weekly email newsletter;
- Keep event details, calendar information, and other relevant content up-to-date on the organization's website and other web-based platforms;

- Prepare agendas for and take notes at staff & Board development meetings;
- Collaborate with staff to schedule and attend outreach events;
- Create and execute a distribution plan for event- and fundraising- & development-related materials throughout the Catskills and Hudson Valley;
- Help plan and organize key annual events including, but not limited to the Summer Gathering, Catskills Great Outdoor Expo, Hike for the Catskills, Fall Benefit, and small donor events;
- Other activities as requested or assigned

Required Qualifications

Applicants must have a valid driver's license, access to a reliable vehicle, high school diploma or GED, and be willing and able to pass a background check.

Additional requirements include:

- 5+ years mix of college education and/or relevant experience: e.g. Bachelor's degree + 1 year experience; Assoc. Degree + 3 years; 5+ years experience, etc.
- Exceptional organizational and time-management skills
- Strong communication skills, including proper English grammar and spelling and professional writing
- Proficiency with computers, including Microsoft Word and Excel
- Experience with databases preferred
- Strong record of integrity, discretion, and ethical sensibility
- Patience and a positive attitude
- Solution-oriented problem-solver

Physical Requirements

- Ability to sit at a desk and work on a computer for prolonged periods
- Ability to lift up to 15 pounds at a time
- Ability to work occasional evenings and weekends for events

Compensation: Starting rate \$22-\$23/hour, plus comprehensive benefits package including generous paid leave, retirement, and health plan benefits.

Application: To apply, send cover letter, resume, and contact information for three professional references to jobs@catskillcenter.org. Applications will be accepted on a rolling basis. Review will begin May 20, 2024. Anticipated start date is June 2024.

The Catskill Center is an Equal Opportunity Employer and does not discriminate on the ground of race, color, religion, sex, sexual orientation, gender identity, age, disability or national origin in the hiring, retention, or promotion of employees; nor in determining their rank, or the compensation or fringe benefits paid them.